

RESUME

NAME: Molly J. Jacobsen

EDUCATION

Texas A&M University-Commerce Fall 2006-Spring 2010

GPA: **3.46/4.0**

Bachelor of Science- Pre-Medical Biological Sciences

Minor in Interdisciplinary Studies

Dean's List: Spring 2007, Spring 2008, Fall 2008, Spring 2010

President's List: Fall 2010

Texas A&M University Commerce Fall 2010-Spring 2014

GPA: **3.83/4.0**

Magna Cum Laude Graduate

Master of Science (M.S.): Biology

Courses Completed: Cardiovascular Physiology, Endocrinology, Advanced Genetics, Microbiology,

Advanced Immunology, Animal Physiology, Neuroscience, Biogeography

CURRENT POSITIONS

City of Commerce- City Secretary/Director of Administrative Services Dec 2016-present

-Custodian of Records for the City

-Public Information Officer

-Emergency Management

-records minutes for City boards and Commissions

-assists in hiring of new employees in all departments, completes HR paperwork for new hires

-assists City Manager and City Council in any capacity

Texas A&M University- Commerce July 2015-present

-Adjunct Professor: Microbiology, Anatomy & Physiology I,

Integrated Sciences I & II (Organizational Leadership Program),

August 2017-present

Natural Disasters

-Developed new online course content for Organizational Leadership (BAAS) Summer of 2018

Program and Biology Department (A&P I) in D2L platform

PREVIOUS PROFESSIONAL POSITIONS

Paris Junior College- Sulphur Springs Jan 2015-Dec 2017

-Adjunct Professor: Anatomy & Physiology I & II

Scribe Program (Iamscribe.com) May 2009-May 2014

-Promoted to PhysAssist Scribe Trainer March 2010

-Built first scribe program at Methodist Main ER (San Antonio, TX) August 2010

-Built first scribe program at Kadlec Medical Centre (Richland, WA) May 2011

-Promoted to East Texas Scribe Ambassador October 2011

-Promoted to East Dallas Chief Scribe May 2012

-managed staff of 20-25 ER Scribes at both Hunt Regional and Presbyterian Hospital of Rockwall

-oversaw hours of employees, made schedule, trained new employees, coordinated with ER

doctors regarding progress of trainees and status of established scribes

Plano Urgent Care- Clinic Manager May 2014-Jan 2015

-Hired staff

-produced policies and all paperwork necessary for clinic

- inventoried and established supplies for startup of Urgent Care clinic
- managed staff of 20-25 RNs, LVNs and MA/NCTs
- monitor inventory, equipment and facilities on a daily basis
- maintain OSHA and HIPAA compliant facility and policies/practices

ACADEMIC BACKGROUND

Research- studying gene mutations involved
in Hereditary Spastic Paraplegia.

Spring 2009-2013

TECHNICAL SKILLS

- Fluency in Blackboard, E-college, and myLeo online teaching modules
- Microsoft programs: Word, Excel, Powerpoint
- Incode system: financial, personnel, and court records for municipalities

PUBLICATIONS

Master's Nonthesis- Hereditary Spastic Paraplegia:
A neurodegenerative disorder

May 2014

PRESENTATIONS

Symposium:

Texas A&M University-Commerce Annual Research Symposium-
"The Role of Maspardin in the Endocytic Pathway"

April 2011

Other:

Texas A&M Commerce "Mane Event"-
Conducted various demonstrations, experiments and interactive sessions designed
to provide high school students and transfer students a glimpse into the Dept. of Biology

Fall 2010

HONORS & ACHIEVEMENTS

- Columbia Crew Memorial Scholarship Recipient Fall 2006- Spring 2010
- Blue and Gold Scholarship Recipient Fall 2006- Spring 2010
- Donald Ingold Endowment Recipient Spring 2009
- Justus Brown Cameron & Nannie Day Cameron Endowment Recipient Spring 2009
- First Place Poster Presentation at Texas A&M- Commerce April 2010
- Annual Research Symposium: Co-Author of "Successful Cloning and Subsequent Mammalian and Bacterial Expression Profiles for ALDH16A1 Functional Characterization"
- Continuing the Pride Scholarship Recipient Fall 2010-Spring 2011
- S-STEM Graduate Scholarship Recipient (Science, Technology, Engineering and Mathematics) Fall 2010-Spring 2012
- National Science Foundation STEM Scholarship Recipient Spring 2011
- First Place Graduate, Oral Presentation April 2011
at Texas A&M University-Commerce Annual
Research Symposium- "The Role of Maspardin in the Endocytic Pathway"

MEMBERSHIP IN STUDENT SOCIETIES

- Lifetime member of Tri-Beta (National Honors Biology Society) Fall 2008- present
- College of Arts and Sciences Student Ambassador Spring 2009-2010
- Mendelian Society member Fall 2010- Spring 2014

TEACHING ASSISTANTSHIPS

- Texas A&M Commerce- College of Sciences August 2009-May 2014
- GAR/Instructor for Freshmen Biology labs & Human Physiology lab
- Assisted Dean of College in Histology

COMMUNITY ENHANCEMENT

- Big Brothers, Big Sisters Volunteer 2005-2006
 - Lake Pointe Children's Ministry Volunteer 2004-2006
 - Lake Pointe High School Summer Camp Volunteer Summer 2007
 - Communities in Schools Volunteer Spring 2009-Spring 2010
 - Commerce Relay for Life Committee Chair Member November 2011
 - Louise Drake Garden Club Member Fall of 2017- present
 - Northeast Texas Career and Technical (NETCAT) Consortium Board Member February 2018- present
 - Commerce Leadership Institute (CLI) Class of 2018
 - Hunt County Sheriff's Office Training Advisory Board December 2020-December 2021
 - Commerce Lil' Angels Board Member June 2022-present
 - Texas A&M Commerce Regional Law Enforcement Training Academy July 2022- present
- Advisory Board