

Logan R. Hartzell

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EDUCATION

University of Georgia
B.S. Environmental Health

Athens, Georgia
August 2018-Present

Employment History

Rutledge Family Dental
Dental Assistant/ Office Assistant

Rutledge, Georgia
May 2017- 2018

- Received on-site training from Dr. Behrndt, assisted with minor dental operations and office clerical needs.
- Assisted Dr. in facilitating “Help a Child Smile,” program which offers no-cost dental care to K-12 students in schools

The Law Office of Christina Behrndt, LLC (Thomas Walters Estate Planning Attorneys)

Rutledge, Georgia
August, 2018- Present

Legal Assistant

- Primary responsibilities include spreadsheeting information for new clients, creating rough drafts of living trusts to be expanded upon by attorney, and facilitate seminars by educating potential clients and answering questions.
- Created a system using the “hotdocs” program, which uses spreadsheet information on clients to create a rough draft of their living trust. This system is now used by other branches of Thomas Walters Estate Planning to hasten trust drafting process

PROFESSIONAL AFFILIATIONS

HOSA- Future Health Professional, member/former officer

August 2014- 2020

- Career-based organization providing opportunities for networking, skill development, and leadership opportunities
- *Member and local officer-* UGA chapter
- *Georgia HOSA State-Officer-* Elected by a body of 14,000 students to lead the state HOSA chapter as the state reporter. Responsibilities included public speaking opportunities, social media management, writing healthcare spotlight articles, and overall member engagement Biotechnology/Chemistry lab experience

HONORS AND AWARDS

Name of Honor / Award / Grant

Year Awarded

- University of Georgia Dean’s list Fall/Spring 2018/2019
- HOSA Pharmacology state competition- First place 2018
- HOSA Pharmacology international competition- Fourth place 2018
- HOSA Biotechnology competition- Top 15

SKILLS

Clerical/Administrative
Marketing, social media engagement

Public speaking

Spreadsheeting/excel

SERVICE PROJECTS

Shephard Center Atlanta, Volunteer/Organizer

2016-Present

- Assisting in organizing and carrying out bi-annual catering to patients undergoing treatment in the Shephard Center Brain and Spinal Cord Injury Center

CERTIFICATIONS

HAZWOPER Certification- OSHA

June 2021-Present

