

# ATHENA LEE

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## Professional Summary

I am a UCSD undergraduate student pursuing a Bachelor of Science degree in Psychology with a Specialization in Clinical Psychology. As a psychology student, I have volunteered as an assistant in the clinic, at a hospital wherein I assessed a clinical psychologist, assistance in school counseling and work at the VA hospital as a research assistant, but I am still eager to gain experience in more work field that could strengthen my skill and help the patient who is suffering in mental health issue.

## Skills

- Patient scheduling Needs assessment Document filing
- Medical records management
- Conflict resolution skills
- Agreement preparation
- Team collaboration
- Client relations strength
- Written and verbal communication
- Student progress reporting
- Child development
- Group tutoring
- Computer: Microsoft Word, Excel, PowerPoint, and Publisher. I am also proficient in Adobe Photoshop, Adobe InDesign, IBM SPSS Statistics, and PyCharm.

## ***Research Assistant, September 2019 – March 2020 & To Current (Ends at June 2020)***

VA San Diego Healthcare System/ 3350 La Jolla Village Dr, San Diego, CA 92161

- Data entry, Double data entry and paper management.
- Attending lab meeting for discussion about current research
- Help recruit participants through envelope and flyer.
- Contributed to research data pool by collecting and organizing information
- Kept organized records, maintained inventory equipment and materials.

## ***Clinical Assistant, May.2017 – July.2017 & Jun 2019-Augest 2019***

SHÈNG E" N CLINIC/ Yongchun S. Rd., Nantun Dist., Taichung City 40859, Taiwan (R.O.C.)

- Duties include organization the medical supply and medical record.

- Transferring the medical file on to the computer, answering the phone call from the patient.
- Comforting children patient and assist the doctor when he is diagnosing and giving treatment to the patient.
- Enhanced patient outcomes by providing knowledgeable education on procedures, medications and other physician instructions.
- Comforted anxious patients before procedures and listened to concerns, offering support and compassion.
- Reviewed physician's calendar and scheduled patient appointments by telephone and in-person.

### ***Volunteer, Jun.2017 – Sep.2017 & Jun.2018 – Sep.2018***

*TAICHUNG SPECIAL EDUCATION SCHOOL / Gongyi Rd., Nantun Dist., Taichung City 40861, Taiwan (R.O.C.)*

- Met with parents about daily activities, positive developments and issues.
- Enforced rules and managed behavior through developmentally appropriate discipline.
- Taking care and teaching lesson to mentally disabled children for two summers.
- Encouraging them to participate in the activity and reach out to those that need extra help.
- Kept notes of behavior issues, food served, and medications administered to children.

### ***Mentor/Tutor/Counselor, Jun.2018 – Sep.2018***

*AMERICAN SCHOOL IN TAICHUNG SUMMER PROGRAM/ Beitun District, Taichung City 40701, Taiwan (R.O.C.)*

- A mentor/Tutor of a summer program at American School in Taichung.
- Guiding and instructing elementary student on school activity.
- Tutoring class of 10-15 middle schooler and high schooler English language, MS & HS science.
- Sharing knowledge/tips and tutoring High schooler who has interest in enrolling AP Psychology Created special handouts, study guides and assessments to evaluate and boost student knowledge.
- Educated students on strategies for effective studying, note taking and test taking.
- Collaborated with students to complete homework assignments, identify lagging skills and correct weaknesses.

### ***Volunteer, May.2017 – Jul.2017***

*TAICHUNG CITY GOVERNMENT COUNSELING OFFIC/ Taiwan Blvd., Xitun Dist., Taichung City 40701, Taiwan (R.O.C.)*

- Volunteer in Taichung City Government Counseling Office.
- Organizing and delivering item and information.

- Assist the counselor and participate in counseling training.
- Gain opportunity as an intern counselor to resolve people's personal and psychological problem in jobs and family.
- Devoted special emphasis to punctuality and worked to maintain outstanding attendance record, consistently arriving to work ready to start immediately.
- Performed various administrative functions, including filing paperwork, delivering mail, sorting document.

## Education

**Bachelor of Science:** Clinical psychology, Expected in 06/2021

University of California San Diego: 9500 Gilman Dr, La Jolla, CA 92093

Related coursework: PSYC 60 (Introduction to psychology statistic), PSYC 70 (Psychology Research Method), CSE 3 (Fluency with Information Technology (FIT)) and PSYC 100 (Clinical Psychology), 101 (Development Psychology), 104 (Social Psychology).

Current UC GPA: 3.9

**High School Diploma:** Completed in 06/2017

American School in Taichung: Beitun District, Taichung City

High School related coursework: AP Psychology, AP computer science principles