

DANIEL CHI

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PROFILE

Software Skills...proficient with HTML, CSS, JavaScript, JSON, Node.js, R, LaTeX, and Microsoft Office

Time Management...experience in course planning and scheduling

Communication...strong written and verbal skills built by liberal arts education

EDUCATION

B.A., BIOLOGICAL SCIENCE | CORNELL UNIVERSITY, ITHACA, NY

JAN. 2017

- Maintained a 3.5 GPA
- Completed courses in Biology, Biochemistry, Inorganic and Organic Chemistry, Mathematics, and Asian Studies
- Placed on the Dean's List for Excellence in Scholarship multiple times
- Led a study group for courses in Biology and Chemistry
- Assisted in research projects and participated in lab meetings
- Participated in small group discussions in various courses

EXPERIENCE

TEACHER | C2 EDUCATION OF SUGARLOAF, DULUTH, GA

FEB. 2017 – PRESENT

- Tutoring in SAT/ACT and AP subjects
- Student evaluation and course planning
- Counseling and developing short and long-term objectives for students
- Miscellaneous administrative tasks and bookkeeping

ADMINISTRATIVE ASSISTANT | GA INTERNAL MEDICINE, DULUTH, GA

JUN. 2016 – AUG. 2016

- Organizing patient charts
- Pulling medical records
- Appointment confirmation calls
- Patient check-in and check-out
- Book-keeping

EXTRACURRICULAR

VOLUNTEER TUTOR | SUWANEE, GA

- Tutored students from low-income families in SAT and school subjects during summer breaks while attending university

ACTIVITIES

SUNDAY SCHOOL TEACHER | VISION PRESBYTERIAN CHURCH, DULUTH, GA

- Assisting in weekly service at Blue Sky Children's Ministry
- Leading 3rd through 5th grade small group
- Preparing activities and discussions
- Lead role in preparing for holidays and other events

INTERESTS

- Music: playing the trumpet
- Culinary: cooking
- Sports: tennis, bowling