

Summary of Qualifications

- Technical Skills: JavaScript, HTML5, CSS3, jQuery, Bootstrap, Git, Microsoft Office 365, Brackets, Adobe Photoshop
- Detail-oriented and organized, evident through experience in managing patient flow and organizing patient records at the Cardiology Unit at Markham-Stouffville Hospital
- Experienced with research and extraction of academic literature through multiple papers written in first year courses on health-related topics (e.g.
- Ambitious and determined self-learner of technical skills and frameworks; currently taking online courses on JavaScript and Bootstrap frameworks
- Exceptional interpersonal skills developed through 2+ years of volunteering at medical facilities and professional environments
- Outstanding leadership/organizational skills through 2+ years of Power Unit Council experience

Relevant Experience

Cardiology Unit Assistant | Markham-Stouffville Hospital

May 2018- September 2018

- Improved patient flow and managed patient records through Microsoft Excel as part of a team for over 200 patients to reduce wait times and improve patient's journey through the health system

Volunteer Resources Associate Director | Power Unit Youth Organization

June 2016 - April 2018

- Served as a link between the board of directors and 250 external volunteers by handling questions, distributing human capital, and helping to resolve on-site problems
- Organized and co-ordinated 350 volunteers for Night It Up!, a street festival in Markham, Ontario that raised over \$113,000 in 2017

Crew Trainer | A & W Canada

Nov 2016 – May 2017

- Effectively trained 3 employees and managed up to 10 using Standard Operating Procedures (SOPs) to maintain a standard of 60-second wait times for customers
- Facilitated both cashier and kitchen positions to provide excellent customer service and improve customer satisfaction

Projects

Personal Website | alanxie29.github.io

June 2018 - Present

- Created a responsive web application from self-taught for personal purposes use as a professional platform/portfolio
- Developed website infrastructure using HTML, CSS, JavaScript, and Bootstrap to create a user-friendly and modern UI

Education

University of Waterloo: Candidate for BSc. in Health Studies

2017-2022

- Health studies is an interdisciplinary program that focuses on the prevention and treatment of disease at the population level with a split focus in biology and chemistry
- 1A and 1B Deans List, excellent academic standing
- Relevant courses: Quantitative Approaches to Health Science, Principles of Public and Population Health

Alan Xie

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2A Health Studies University of Waterloo