

KAYLA NGAN

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EDUCATION

Massachusetts Institute of Technology, Cambridge, MA

Bachelor of Science

Expected June 2015

Lincoln-Sudbury Regional High School, Sudbury, MA

Graduated Cum Laude

June 2011

- LSRHS Scholar, National Merit Scholarship Program Finalist, and AP Scholar with Distinction

EXPERIENCE

Massachusetts Institute of Technology, System Design & Management Program, Cambridge, MA

Feb. 2012 – Pres.

Communications Proofreader

- Revise and edit news articles and event/ promotional materials

Massachusetts Institute of Technology, Dept. of Athletics, Physical Ed. & Rec., Cambridge, MA

Sept. 2011 – Pres.

Event Staff

- Assist officials, keep score, sell tickets, and webcast at varsity athletic events

Massachusetts Institute of Technology, Molecular Engineering Laboratory, Cambridge, MA

Oct. 2011 – Feb. 2012

Undergraduate Researcher

- Prepared polymer solutions and thin films and performed nucleation induction rate time experiments

Cambridge Community Center, Cambridge, MA

Sept. 2011 – Dec. 2011

Tutor

- Worked one-on-one with first grade student teaching her to read, write, and improve overall literacy

G.I. Dynamics, Lexington, MA

Jun. 2011 – Aug. 2011

Summer Intern

- Reviewed sections of prospectus for accuracy, analyzed and calculated target population for product, and researched and collected supporting data in preparation for an IPO
- Participated in portions of R&D process including bubble point and product-specific testing

FuGaKyu Café, Sudbury, MA

Mar. 2011 – Jul. 2011

Hostess / Take-Out

- Seated and assisted customers, attended to take-out calls and orders

Self-Employed, Sudbury, MA

Feb. 2010 – Jun. 2011

Math Tutor

- Reviewed concepts, tests, and homework with individual students in geometry, algebra, trigonometry, pre-calculus, calculus, and GMAT test preparation

Kumon Math and Reading Center, Sudbury, MA

Mar. 2009 – Jun. 2011

Teaching Assistant

- Taught concepts, graded homework and class work, and tracked student progress

Brigham and Women's Hospital, Sensory Plasticity Lab, Boston, MA

Jun. 2010 – Aug. 2010

Summer Intern

- Maintained cell cultures, used IHC, qPCR, ELISA, Western Blot, and in situ hybridization

Moving Traffic Inc. & Futuremeld LLC, Marlboro, MA

Mar. 2009 – Aug. 2010

Internet Researcher

- Searched primarily education-related websites for contact information for marketing purposes

SKILLS

Proficient in Microsoft Word, Excel, and PowerPoint. Familiarity with Adobe Photoshop, Python, and MATLAB.

ACHIEVEMENTS & HONORS

- Boston Globe All-Scholastic Athlete and Dual County League All-Star & MVP for Volleyball
- Recipient of Boston Globe Scholastic Art Award – Honorable Mention
- Iota Sigma Pi Outstanding Young Women in Chemistry Award

LEADERSHIP

- LSRHS Varsity Volleyball Captain's Council Member
- LSRHS JV Volleyball Tri-Captain
- LSRHS Student Senate Secretary