

Chaoqun Shi

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EDUCATION

Collin County Community College
Associate of Science
The University of Texas at Austin
B S in Biology, Computational Biology

Jan 2017 – Dec 2018
GPA 4.0
Jan2019 – Present
GPA 3.81

WORK EXPERIENCE

Rophe Eye Care - optometrist assistant

Nov 2020 - Present

- Use of **non-contact tonometry** to measure patients' intra-ocular pressure.
- Use **Visual evoked potential (VEP)** to measures patients entire vision system to help doctor diagnose various vision disorders.
- Use **Optical coherence tomography (OCT)** to take image of patients' retina and help doctor see each of the retina's distinctive layers.
- Assisted in testing for **depth perception** near and far acuity color perception macula integrity and visual field.
- Responsible for appointment scheduling, opening, closing, maintaining instruments, equipment, and overall presentation of location, Maintained materials inventory.
- Assist patients in choosing frames and purchasing glasses.

Plano Top Dental, Plano, TX – Dental Assistant

July 2018 – Dec 2018

- Provided support of patient care, X-Rays, dental procedures, appointments, and record keeping
- Maintained a sterile and positive environment optimizing comfort and safety of patient
- Enhanced the customer satisfaction by building a loyal customer list for patient following-up procedures
- Decreased setup time for dental procedure preparation by through simplified appointment process
- Answered phone lines, scheduled/canceled appointments, explained questions regarding insurance.
- Update patient records and documenting recent treatments and procedures.

Preston ABC Day School, Plano, TX – Winter Break Helper (substitute teacher)

Winter 2019

- Developed and implemented lesson plans and daily activities focused on language arts; reading, Chinese and math.
- Activities and skills included learning to listen to instructions, playing with others and using play equipment.
- Watch for signs of emotional or developmental problems in children and bring potential problems to the attention of parents or guardians.
- Supervise and monitor the safety of children.
- Keep records of children's progress, routines, and interests.

UT Library – stack maintenance

Jan 2020 – May 2020

- Keep the library materials on the shelves and in correct order so that the materials are accessible to library users.
- Selecting, developing, cataloguing and classifying library resources.
- Ensure a current and accurate inventory of library materials.

Nanjing Dongjiao State Guest House, Nanjing, China – Part Time

June 2019 – August 2019

- Make traditional Chinese cakes and Western-style cakes

COMPETITIONS, LEADERSHIP & ORGANIZATIONS

Austin Parks Foundation – Officer

Oct 2019 – Present

- Conquer the trash at Colorado River Wildlife Sanctuary
- Tree care at Widen Elementary
- Developing & maintaining outdoor spaces in Austin

Math Lab, (school) - Math Tutor

Jan 2017 – May 2018

- Tutored first and second year college students in algebra statistics and calculus
- Evaluated different learning styles and provided appropriate techniques to student for better understanding
- Developed instructional material to aid students in studying and note-taking

Multicultural Student Organization(school) - Officer

Sep 2017 – Dec 2018

- Organized the Campus International Culture Festival and joined as the Chinese Representative for writing calligraphy
- Volunteered in Doctors TZU CHI EVENT volunteer

Table Tennis Club(school) - Officer

Sep 2013 – June 2016

- Won third Place for long jump in School Sports Meeting in 2015
- Won fifth Place for long jump in School Sports Meeting in 2014.
- Won second place for Guzheng Competition in 2015 high school Festival of Arts.

Student union, (school) - Vice President

Sep 2014 – Sep 2015

- Led different departments such as sports, arts, culture and science
- Disseminated information between the school and students
- Won written communication skills award
- Organized and conducted the Creation Festival of school in 2014
- Volunteered in the 2013 High school anniversary volunteer as a receptionist
- Took part in the Community Street Cleaning in 2015 and recruited other volunteers

TECH SKILLS

Operating Systems: Windows, Linux

Computer Language: R, Python

Software: Adobe Premiere, Word, Excel, PowerPoint, Jupiter Notebook