
Cindy (Sin Hye) Yoon

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Education

Aug. 2008 – Dec. 2013 **Georgia Institute of Technology** – B.S. in Biology. Dean's List

Skills

Laboratory

- General Lab Safety and basic laboratory skills (pipetting, centrifuge, and etc.)
- PCR (Genotype, Cloning, Real-time, QPCR), Gel Electrophoresis (DNA, RNA, protein)
- DNA/RNA extraction, protein purification, plasmid digestion
- Bacterial and Yeast ligation, transformation, and plating
- Microscopy, Fluorescence Microscopy, and Flow Cytometry

Basic

- Bilingual (Korean and English).
 - Proficient in Microsoft Office products (MS Word, MS PowerPoint, MS Excel, and MS Outlook)
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Work Experience

Feb. 2012 – Dec. 2013 **Center for Disease Control and Prevention** – *Student Career Exchange Program (SCEP) Intern*

- Compiled weekly briefing materials for the Director and senior leadership of the CDC.
- Point of contact for communications with requestors, including CDC's liaison with the New York State Director of Public Health.
- Identified critical flaws in the Share Point system and helped design innovative ways to solve the problems, while improving the system.

Jan. 2011 – Dec. 2013 **School of Physics, Georgia Institute of Technology** – *Teaching Assistant*

- Prepared lesson materials, equipment, and demonstrations in order to present subject matter to students under the direction and guidance of teachers.
- Graded homework and tests, and computed and recorded results, using answer sheets or electronic marking devices.
- Trained the newly hired teaching assistants in order to prepare them for the job.

May 2012 – Aug. 2012 **School of Biology, Georgia Institute of Technology** – *Student Assistant*

- Provided direct or indirect assistance to academic functions and services in all areas of the Biology department.

**Aug. 2010 – May 2012
and** **C2 Educations** – *Assistant Director/Testing Department Assistant*

May 2008 – Jun. 2008

- Updated and maintained databases such as mailing lists, contact lists and customer/student information.
- Graded homework and tests, and computed and recorded results, using answer sheets or electronic marking devices.
- Co-ordinated and organized appointments and meetings. Monitored and maintained office supplies.

May 2010 – Aug. 2010 **Private Tutor** – *Tutor*

- Taught rising 5th grade boys (twins) Math, English, and Korean according to individual strengths.
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Activities

Jan. 2012 – Dec. 2013

Vice President of Georgia Tech Chapter of LiNK

- Arranged fundraisers to raise awareness of poverty in North Korea.
- Coordinated with the LiNK Headquarters to invite a North Korean refugee as a guest speaker.

Jan. 2011 – Aug. 2011

Volunteer at Atlanta Humane Society

- Maintained cleanliness of the facility.
- Assisted nurses and veterinarians prep the animals for surgery

May 2009 – Aug. 2010

Volunteer at Sunrise Assisted Living

- Encouraged the residents to stay active by taking them on walks and keeping them company.

Jan. 2009 – May 2009

BOPSOP Volunteer

- Collaborated with other volunteers to create after school activities for Pre-K to 5th grade students.

Jan. 2009 – May 2009

Emerging Leaders

- Organized and held events that benefited other Georgia Tech students (Georgia Tech Battle of the Bands raised money for a nearby elementary school's music program).
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References

Relationship

Contact Person

Contact Number

CDC

Jeremy McCallister

(404) 639 – 7989

CDC

Scott Scales

(404) 639 – 7015

GA Tech - Physics

Eric Murray

(404) 385 – 1080
