

# Matthew Chang

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## EXPERIENCE

Bronx-Lebanon Hospital Center

Bronx, NY

*Intern / Volunteer*

November 2007 – April 2008

- Acted as a dental assistant in the area's largest non-profit healthcare provider working with patients and doctors in a fast paced dynamic clinic
- Performed chair side duties for residents, including but not limited to preparing necessary medical instruments for appropriate procedures as well as assisting in the procedures themselves
- Responsible for logging in new patients as well as maintaining a detailed and accurate health history for existing patients
- Created an amicable environment for patients awaiting procedures as well as for those recovering from post-op

Pace University

Westchester, NY

*Senior Laboratory Technician*

September 2006 – September 2007

- Prepared advanced experiments involving chemicals and highly calibrated equipment for undergraduate chemistry classes
- Oversaw handling of laboratory equipment, ensuring safety procedures were followed during classes
- Accurately measured and logged solution concentrations in order to provide uncompromised materials for class experiments, preventing false results
- Acted as a liaison during state issue inspections, providing requested information on infrastructure as well as policies and guidelines
- Initiated a long term project where contaminated and deteriorated chemical items were identified to replace them with active reagents for the department's use

Deer Mountain Day Camp

Pomona, NY

*Nature Specialist*

June 2000 – August 2000

- Educated children ages 4-12 on wildlife and their environment, created innovative coursework as well as conducted multiple field trips where local wildlife was often observed
- Handled and cared for all animals on site, including daily feeding and cleaning. Also managed work area to guarantee safety and uphold health conditions
- Often responsible for the reacquisition of the camp's wildlife and safe return to the grounds

Rockland County Bureau of Criminal Investigations

Orangeburg, NY

*Intern*

October 1999-2000

- Worked with administration organizing official files in conjunction with an effort to modernize record keeping practices
- Developed and organized photographs for entry into county wide database to be utilized in the identification of perpetrators
- Assisted in entering police records into an electronic database as part of a program to digitize official files to improve their accessibility and efficiency

## EDUCATION

New York University, College of Arts and Science

New York, NY

Bachelor of Arts in History Minor: Anthropology

May 2004

## ADDITIONAL SKILLS AND INFORMATION

Languages: Conversational Japanese

Computers: Microsoft Office (Word, Excel, PowerPoint, Outlook), Windows, Mac OS

Interests: Piano, Saxophone, Building computer systems