

Charleen Ta

charleenta@yahoo.com | <https://www.linkedin.com/in/charleenta/>
2700 Nueces Street, Apt. 403 | Austin, TX 78705 | (972) 992-8018

EDUCATION

The University of Texas at Austin	Bachelor of Science and Arts in Biochemistry Certificates: Elements of Computing, Pre-Health Professions Overall GPA: 3.70	Expected May 2021
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EXPERIENCE

Clinical Assistant – *Allergies & Asthma Clinic, Dr. Binaca Gaglani* October 2020 – Present

- Assisted physician with patient care by interviewing for medical history, measuring vital signs, and giving allergy injections
- Independently performed procedures like spirometry and allergy skin tests including pricking, intradermal, and patches
- Authorized drug refills and sent new online prescriptions for patients with detailed instructions to pharmacies per doctor's orders
- Organized patient charts to maintain current medical records and create clinical summaries to inform doctors of referred patients
- Tackled multiple office responsibilities simultaneously like answering phones, collecting payments, and scheduling appointments

Genetics Teaching Assistant – *University of Texas at Austin Biology Department* January 2020 – Present

- Independently lead discussions and office hours for over 20 students to facilitate collaborative learning and reiterate lecture material
- Mentor over 400 students with a team of other teaching assistants to serve as a liaison between the students and the professor
- Grade over 50 students' weekly assignments, monitor discussion boards, and proctor midterm exams to ensure academic integrity

Content Tutor – *University of Texas at Austin Athletics Department* January 2020 – Present

- Teach biology, chemistry, and computer science material during one-on-one tutoring sessions while checking for understanding
- Prepare lesson plans in conjunction with course syllabi to emphasize material and monitor progress in weekly tutoring appointments

MEMORIES 2 Volunteer Research Assistant – *University of Texas at Austin School of Nursing* September 2018 – Present

- Administer over 70 motivational interviews over the phone to inform and encourage participant usage of prescribed CPAP treatment
- Screen prospective elderly participants for study eligibility by assessing memory skills through phone interviews and at health fairs
- Accompany study participants and their family members to MRI and PET scan appointments to assist with forms and manage safety

UTEX Research Assistant – *University of Texas at Austin Culture Collection of Algae* September 2018 – January 2020

- Trained new coworkers on laboratory maintenance and upkeep, microscopy, media preparation, and cryopreservation techniques
- Thawed and maintained over 30 cryopreserved algae strains for inventory and business orders using records on Microsoft Access

LEADERSHIP EXPERIENCE AND ACTIVITIES

Science Literacy Mentor – *UTeach Outreach, University of Texas at Austin* September 2020 – Present

- Develop 6th grade relevant lessons and science experiments to lead after-school programs for students in local underserved schools
- Work with teachers and peers to encourage interest and participation in the STEM field through a hands-on learning approach

Caring Calls Volunteer – *DOROT Nonprofit Organization* September 2020 – Present

- Offer support, hope, and companionship to older adults by weekly phone conversations during the COVID-19 global health crisis

Women In Medicine New Member – *University of Texas at Austin* September 2020 – Present

- Participated in charity events benefitting the Marbridge Foundation and observed guest speakers in various medical field positions

Sigma Phi Omega Sorority Active Member, Class President – *University of Texas at Austin* September 2019 – September 2020

- Lead planning and fundraising for SAFE week that raises awareness for domestic violence in the Asian American community

Texas Asian Panhellenic Council Judicial Board – *University of Texas at Austin* January 2020 – September 2020

- Implement judicial procedure that ensures ethical adherence to codes of conduct and resolves conflicts within TAPC organizations

Camp Jubilee Counselor – *Camp John Marc, Dallas Children's Medical Center* July 2019

- Mentored a cabin of six young girls on teamwork, communication, and life skills to provide a positive week-long camp experience
- Encouraged campers to embrace their sickle cell anemia illness and educate themselves about symptoms and treatment options
- Taught campers essential skills such as confidence, basic swimming exercises, and leadership to cope with their sickle cell anemia

Humanity First Active Member - *University of Texas at Austin* September 2018 – May 2019

- Volunteered at food banks in addition to assembling and distributing food and care packages to the Austin homeless population

ADDITIONAL INFORMATION

Skills: Python, R, Java, MRI Safety Level 1 Certified, CITI Research Standards Compliant

Work Eligibility: Eligible to work in the U.S. with no restrictions