

# Gabriel Kaplan

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## EDUCATION

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### McMaster University

*Honours Bachelor of Health Science, Biochemistry Degree (Class of 2026)*

Hamilton, ON

*Sept. 2022 – Present*

- Obtained 3.99/4.0 Cumulative GPA

## CERTIFICATIONS

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**WHMIS: Workplace Hazardous Materials Information System** | training and certification from McMaster University

## EXPERIENCE

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### Programme Coordinator - Part Time Staff

October 2023 – April 2024

*Hillel McMaster*

*Hamilton, ON*

- Coordinated programs and events, including scheduling, communication, and resource management
- Engaged with diverse stakeholders, including students, staff, and community members
- Developed strong communication and interpersonal skills
- Emphasized quick adaptability to changing situations and problem solving

### Vice President: Admin

September 2023 – April 2024

*Hillel McMaster*

*Hamilton, ON*

- Directed administrative tasks, overseeing budgeting, record-keeping, and resource allocation
- Developed leadership and team management skills
- Enhanced organizational and time management abilities
- Emphasized administrative management and community leadership

### Professional High School Tutor

September 2023 – Present

*Private Professional Tutoring*

*Toronto, ON*

- Tutored Grade 10 Mathematics, Grade 11 Functions, Grade 11 Physics
- Mentor of students with developmental disabilities and ASD
- Developed teaching skills to communicate complex concepts effectively

### Camp Councilor and Staff

June 2022 – August 2022

*Moshava Ennismore*

*Ennismore, ON*

- Worked with young campers ranging from ages 8 to 14
- Developed skills to respond with urgency to situations under pressure including some first aid
- Developed skills to efficiently communicate between staff
- Emphasized compassion, emotional intelligence, leadership, and initiative

## SKILLS

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**Office Technology:** Proficient in all office-based software, including: Microsoft Word, Excel, Outlook, PowerPoint, Teams, Zoom, Adobe Acrobat and Canva

**Administration:** Proficient in directing and managing administrative tasks, maintaining financial records, resource allocation, and practicing effective time management

**Programme Coordination:** Proficient in communication, team coordination, organization, problem-solving, leadership, adaptability, resource management, evaluation, and event management for effective program planning and implementation

**Advocacy:** Proficient in persuasive communication, relationship-building, and strategic problem-solving to effectively represent a cause or group and drive positive change

**Laboratory Techniques:** Proficient in a diverse range of laboratory techniques encompassing chemistry, biology, and biochemical disciplines, including: microscopy, micropipetting, PCR, gel-electrophoresis, spectroscopy, organic reactions, gene vector replication and expression, cell lysis and purification, and crystallization

**Scientific Literature and Research:** Proficient in synthesizing scientific literature for lab reports and conducting research to address real-world problems