

Jane Doe

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Education

University of California, San Diego (UCSD)
Work-Study Applicable (2023-2024)

Bachelor of Science in Microbiology
Expected Graduation: June 2025

Relevant Courseworks: COGS 3 (Intro to Computing), BILD 4 (Intro to Biology Lab), BILD 1 (The Cell Biology), CHEM 11 w/ Lab (Santa Monica College), and BICD 100 (Genetics)

Experience

- **Lab Assistant** **Hwa Lab** **UCSD** *May 2023 - Aug 2023*
 - Perform routine laboratory duties (tracking records, cleaning, sterilization of equipments)
 - Detail-oriented in following wet chemical and instrumental techniques
 - Technically ordering stock/resources and maintaining safety guidelines as appropriate
 - Professionalism, verbal and written communication skills and good teamwork skills
- **Online Learning Support** **UCSD Extended Studies** *May 2023 - Present*
 - Help desk in ticket solving related to Canvas educational resources and the DES department
 - Answer FAQ, and quickly direct users to appropriate help source when applicable
 - Keep thorough, clear and complete records in the ticketing system of action taken
 - Running software detector for errors in classroom course creation (applied HTML skill)
- **Math Tutor** **Lincoln High School (on-site)** **UCSD Program** *Spring 2023*
 - Serve as tutor, mentor and college-going role models inside and outside the classroom
 - Provide academic support to students with a low-income background and limited access
 - Increase students' academic achievement, positive experience and college access
 - Instruct and assist in Math levels of Algebra, Geometry, Trigonometry and Calculus
- **Student Campus Tour Guide Volunteer** **SPACES Program** **UCSD** *April 2023 (yearly)*
 - Proudly leading guided tour to the admitted UCSD class of 2027 on Tritons Day
 - Share personal learning and experience to empower UCSD admitted high school seniors
 - Promptly set-up event's space (snacks, goodies, etc) and check-in participants at the table
 - Deliver relevant information in order to address students' concerns and communicate in strengthening group engagement through various activities.
- **COVID-19 Tracking Lab and ZAP Study** **EXCITE Laboratory** **UCSD** *Winter 2022*
 - Gained general lab skills: cap, label test tubes, sorting sample and pipetting Microbiome
 - Expediting the COVID lab supplies through machinery controlling and packaging.
 - Recruiting and assisting patients in the study (swap sample collection at the clinic booths)
- **Student Worker (Food Handler)** **Sixth Dining Hall** **UCSD** *September 2021 - May 2022*
 - Provide culinary assistance to Career Food Service Staff and excellent customer service
 - Develop good communication soft skill through teamwork and cross-cultural collaboration
 - Serve 100+ customers/shift on menu-order using multi tasking during peak lunch/dinner time

Additional Skills

- Software: JavaScript, Bootstrap, Figma, CSS, HTML, Microsoft Office and Google Suite
- Languages: Vietnamese (native speaking), Spanish (intermediate speaker)
- Certifications: HIPAA, BioSafety, Aerosol Transmissible Disease Pathogens, and CITI Program
- Time management, strong communication, adaptive learner, interpersonal and leadership skills