Melissa Chen

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EDUCATION

The University of Texas at Austin, Austin, TX   May 2022
Bachelor of Science in Biology
    Concentration in Genetics; 3.88
    Certificate (or Minor) in Business

Relevant Coursework:
    Biostatistics, Lab Experience Biology, Introduction to Psychology, Foundations of Management Information Systems

EXPERIENCE

HUA YI CONSTRUCTION INC, Plano, TX   June 2020 - Present
Administrative Assistant
- Disseminated information such as material acquisition to key stakeholders and project managers
- Compiled and organized relevant data including but not limited to account statements and transactions
- Used written and oral communication skills to obtain necessary application information for commercial projects

FRESHMAN RESEARCH INITIATIVE, Austin, TX   January 2019 – December 2019
Functional Genomics Researcher
- Performed relevant lab procedures such as gel electrophoresis and PCR during research process
- Analyzed scientific journals to further understanding of genetic processes and lab techniques
- Written research proposals to present experimental projects and hypotheses

PROJECTS

- Modeling and predicting the relationship between medical patients' sex, age, BMI, etc. and medical charges using R (available on milly-chen.github.io)

ACTIVITIES & LEADERSHIP

Functional Genomics, Austin, TX   January 2020 - Present
Peer Mentor
- Led mentor meetings with students to assist with questions during research process and share interesting science articles
- Taught students necessary wet lab techniques such as gel electrophoresis and DNA purification
- Reviewed student papers and provided feedback about useful online genetic data bases and resources

SKILLS

Technical /Computer Skills: familiar with Microsoft Word, Excel, and R programming
Languages: intermediate Chinese