Sophie de Jong

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EDUCATION

Bachelor of Biomedical Science

Jan 2020 to mid 2023

Majors: Pathology & Laboratory Medicine and Political Science & International Relations, Minor: French The University of Western Australia

- Relevant coursework: Pathology Report Writing, Cytogenetic Procedures, Laboratory Conduct
- Researched relationship between low-density lipoprotein receptor mutation's in exon 5 on familial hypercholesterolemia 1

Skills:

• Computer: Google Suite, Microsoft Office (Word, Excel, Outlook, Teams), Point of Sale Software

• Languages: English (Fluent), Dutch (Fluent), French (Basic)

EXPERIENCE

Sales Assistant Jan 2021 to present

Jesters

- Facilitate personable and swift customer service to ensure repeat business
- Maintain orders and collaborate with team members to prepare and serve food and beverages, exceeding guests' expectations
- Train new staff, provide an open environment to ask questions and provided constructive feedback
- · Manage cash and credit transactions with total accuracy through Point of Sale software
- Process daily sales numbers and ensure cash register accuracy
- Communicate efficiently during inbound phone calls, record orders, and conduct requests in a professional and fast-paced manner
- Demonstrate deep product knowledge when making recommendations to customers

EXTRA CURRICULAR

Research Assistant July 2021 to present

CoronaNet

- Code data efficiently for the largest database on world's government's COVID-19 response
- Attention to detail to ensure accuracy of coded data

Public Health Virtual Experience Program Participant

June 2021

The Australasian Sexual Health for HIV Medicine

Participated in the open access ASHM Virtual Experience Program with Forage

Tasks completed

- Developed an outline for a policy and advocacy strategy
- Stakeholder mapping for guideline development
- Wrote an abstract for submission to an Australasian Viral Hepatitis Conference
- Assisted with responding to a tender to build capacity of health workers in Papua New Guinea in HIV and Sexual Health

Career Mentor for High School Students

Mar 2021 to present

Ignite Mentoring

- Equip students from low socio-economic areas with job-relevant skills & confidence to seek employment by collaborating with a team of 4 mentors to encourage a classroom of 15 students to participate in team setting
- Advance students' soft skills such as teamwork, public speaking and problem solving by engaging pupils in activities through one-on-one instructions and positive mentor-mentee relationships

Charity Shop Volunteer Assistant

Jul 2018 to Aug 2019

Saint Vincent de Paul Society

REFEREES

Provided on request