

# VICTORIA C.C. LIU

12586 SW 116th AVE Tigard, OR 97223

(503) 484-7203 • vccliu00@gmail.com • <https://www.linkedin.com/in/victoria-c-liu/>

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## **EDUCATION:**

University of California, Berkeley | Berkeley, CA

Class of Spring 2021

***Environmental Earth Science Major***

***Japanese Language Minor***

### **Coursework:**

**Labwork:** Geochemistry, Organic Chemistry, Special Research Seminar in Biology, Intro to Chemical Research, Chemistry Quantitative Analysis

**Data analysis:** Quantitative Aspects of Global Environmental Problems, Chemistry Quantitative Analysis, Case Studies of Earth Systems, Global Environmental Problems, Evolution of Planet Earth

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## **PROFESSIONAL EXPERIENCE:**

**Emergency Department Medical Scribe | Portland, Oregon**

October 2021 - Present

**ScribeAmerica/ Kaiser Permanente**

Working remotely in two emergency departments around the Portland Metro area. Help providers accurately record and take notes of patients' visits and document them on an electronic health records system. Communicates with providers and patients to complete and submit medical records.

**Berkeley Language Center: Classroom Services Assistant | Berkeley, California**

August 2019 - July 2020

**University of California, Berkeley**

Student assisting 59 instructional lab and foreign language classes. Ensure functionality of technology in the language center computer lab. Entered foreign film information in Lumiere database. Key role is to foster an environment that welcomes language learning for students and traveling scholars of all backgrounds.

**Data Entry Clerk | Portland, Oregon**

June 2017- August 2017

**Comscore, Inc.**

Prepared and sorted source documents and identified and interpreted data to be entered into a database. Provided routine office support such as making copies, faxing, answering phones and correspondence for mailing.

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## **LEADERSHIP & VOLUNTEER:**

**Treasurer/Application Committee Member | Japanese American Student Conference International Student Conferences, Inc.** August 2020- August 2021

**Treasurer:** Budgeted and recorded finances to plan a conference for 72 Japanese and American students. Consulted other officers on purchases that would or would not fit our budget. Acted as a bridge of communication between the officers and the head manager of International Student Conferences (ISC).

**Application Committee Member:** Made and reviewed the application process for the 73rd Japanese American Student Conference. Interviewed applicants for the program.

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## **LANGUAGE**

Native Proficiency English, Native Proficiency Mandarin Chinese, Intermediate Proficiency Japanese

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## **OTHER EXTRACURRICULAR EVENTS AND SKILLS:**

**Technical:** Proficient on MS Tools (Excel, Word, etc.), Apple (Keynote, iMovie), Google Drive, Procreate, Python (In-process), 96 WPM 97% Accuracy

**Interests:** Piano (Level 10 Syllabus), Judo (Portland Judo/1st kyu), Chinese Yoyo, Tennis (Varsity)