

EDUCATION

University of Michigan School of Natural Resources and Environment (Ann Arbor, MI)

- **Master of Science**, Natural Resources and Environment: Conservation Ecology, April 2014

University of Virginia (Charlottesville, VA)

- **Bachelor of Arts**, Biology, May 2008
- Minor in History

EXPERIENCE

INOVA Fairfax Hospital, Senior Meeting Planner (Falls Church, VA) [May 2011 – April 2012]

- Organized and executed continuing medical education meetings, managed budgets, developed marketing, and applied for grants for our regional meetings.
- Developed, reviewed and edited Inova's online learning management system. Online system now reduces yearly use of approximately .67 tons of paper by the office.

Georgetown University School of Medicine, Coordinator for Curricular Affairs (Washington, DC) [November 2009 – May 2011]

- Managed student schedules via Banner and CourseEval as well as aiding 3rd and 4th year students with applications for external electives via the Visiting the Application Service (VSAS)
- Communicated orally and in writing with elective directors and coordinators regarding course schedules and curriculum
- Coordinated first and second year modules which included set up and upkeep of Blackboard sites, collection and management of lecture materials, and work with students, professors, and clinicians
- Managed incoming visiting student applications (via VSAS)
- Chosen to speak at the National Youth Leadership Forum

Georgetown University School of Medicine, Educational Coordinator (Washington, DC) [August 2008 – November 2009]

- Organized and coordinated 1st and 2nd year modules with students, clinical physicians, and professors
- Created and updated evaluations using internet-based evaluation software (CourseEval) and assisted in its growth and daily functions
- Managed day-to-day activities in main office including answering phones, answering questions from visitors, and distributing mail
- Selected by Dean of Curricular Affairs to manage 1st year students score database

Gula and Associates, Intern (Washington DC) [Summer 2008]

- Updated company database, made phone calls to recruit attendants
- Assisted with organizing and scheduling fundraisers and conducted research on daily issues that were voted on Capitol Hill.

SPCA, Volunteer (Charlottesville, VA) [Fall 2005 – Spring 2008]

- Walked and socialized canines by exposing them to new sounds, surroundings and other animals and people
- Completed charts, helped with examinations, surgeries, and post-operation care in the veterinary department
- Observed surgical procedures, cleaned surgical instruments, and cleaned the operating room after surgeries

Daydreams, Retail Associate (Charlottesville, VA) [Fall 2007 – Spring 2008]

- Assisted customers in making selections and developed special orders
- Worked as cashier, catalogued new shipments, organized retail displays, and maintained store facilities

Albemarle Veterinary Health Care Center, Veterinary Assistant (Charlottesville, VA) [Summer 2006 - Fall 2006]

- Assisted in the care of patients, cleaned facilities, and sterilized surgical instruments
- Held patients during examinations and procedures, ran laboratory tests, took radiographs, and interacted with clients

SKILLS, ACTIVITIES and INTERESTS:

- **Computer Skills:** Microsoft Office (Word, Excel and Powerpoint) and Adobe
- **Languages:** Mandarin Chinese (speaking and listening: intermediate), French (reading and writing: novice)