

# Xuan Le

Charlotte, NC | (704) 123-4567 | [student@charlotte.edu](mailto:student@charlotte.edu) | LinkedIn URL

## EDUCATION

---

### **Bachelor of Science in Psychology**

Minor: Public Health

The University of North Carolina at Charlotte, Charlotte, NC

May 20XX

## RELEVANT HEALTH EXPERIENCE

---

*Assistant Laboratory Technician*

*May 20XX – April 20XX*

**OctaPharma Plasma**

*Charlotte, NC*

- *Bullet of key activities or responsibilities (each bullet starts with an action verb and show what you did, how/why, and results)*
- Maintained proper records and documentation of blood products
- Evaluate specimens for acceptability and process rejection notices in compliance with regulations

*Shadow*

*Fall 20XX*

**Atrium Health, Department of Cardiac Surgery**

*Charlotte, NC*

- Shadowed and focused on a variety of cardiac and thoracic surgeries as well as doctors in the cardiac surgery intensive care unit.

*Intern*

*Summer 20XX*

**Magee-Womens Research Institute**

*Philadelphia, PA*

- Shadowed Dr. Magee, OB/GYN, to observe checkups and evaluations for patients with premature ovarian insufficiency

*Medical Scribe, Charlotte, NC*

*September 20XX – present*

**ProScribe, LLC**

**Charlotte, NC**

- Completed patient charts in the emergency room
- Translated Spanish to communicate the physician's instructions thoroughly
- Reviewed and discussed various medical conditions with the physician
- Gained exposure to common patient cases in underserved populations

## RESEARCH EXPERIENCE

---

*Molecular Biology Lab Student Assistant*

*Fall 20XX*

**University of North Carolina at Charlotte**

*Charlotte, NC*

- Conducted DNA cloning, sequencing, and mapping of the *Vibrio fischeri* lux operon using PCR and gel electrophoresis
- Assist in preparing specimens for testing in molecular departments according to standard operating procedures

## WORK EXPERIENCE

---

*Organic Chemistry Tutor*

*Fall 20XX – Present*

**Center for Academic Excellence**

*Charlotte, NC*

- Promote mechanistic and conceptual understanding of organic chemistry during one-on-one sessions
- Collaborate with students to develop strong study habits according to individual needs

## CAMPUS ORGANIZATIONS

---

- Allied Health Club Member
  - *President*

*August 20XX – Present*

*January 20XX - Present*

- American Medical Student Association

*August 20XX – Present*

- American Mock World Health Organization Conference

*June 20XX*

## SKILLS

---

Computer: Microsoft Word, Outlook, PowerPoint, Excel, Access, and Publisher

Language: Fluent in Spanish, Greek, and English