

Xuan Le

49 Success Drive, Charlotte, NC 28227 | (704) 123-4567 | Student@uncc.edu

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, OctaPharma Plasma, Charlotte, NC May 20XX – April 20XX

- *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
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Shadow, Atrium Health, Department of Cardiac Surgery, Charlotte, NC

Fall 20XX

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

Magee-Womens Research Institute Internship, Philadelphia, PA

Summer 20XX

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

Medical Scribe, ProScribe, LLC., Charlotte, NC

September 20XX - present

- 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, University of North Carolina at Charlotte Fall 20XX

- 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, Center for Academic Excellence, Charlotte, NC Fall 20XX – Present

- 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

PROFESSIONAL ORGANIZATIONS

- Allied Health Club Member August 20XX – Present
 - President 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