

LIJIA ZHANG

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(778) 713 3828

EDUCATION

Temple University Maurice H. Kornberg School of Dentistry	2023 – Present
University of British Columbia Bachelor of Science, Microbiology & Immunology Dean's Honor List (2018 – 2019, 2022); Science Scholar (2022)	2018 – 2023

VOLUNTEER EXPERIENCE

Dental Chairside Assistant VAHS Dental Clinic, Vancouver <ul style="list-style-type: none">• Maintain upkeep of clinic and manage flow of patients by sterilizing instruments, cleaning operation rooms and bringing in patients for treatments• Ensure efficient and effective patient care by setting up for procedures, including root canals, fillings and extractions, then assisting dentist during procedures by suctioning, gathering tools and other tasks as needed• Make patients feel at ease by making quick conversation and actively listening to all concerns and comments	February 2021 – June 2022
Fundraiser Lead UBC MBIM URS, Vancouver <ul style="list-style-type: none">• Found and contacted various companies to obtain sponsorships for the symposium by reaching out to company representatives through email, phoning, and personal connections• Secured organizations and graduate students as lunchtime speakers by determining which speakers will provide most value to science students and then organizing logistics up to day of the event• Ensure group members completed tasks by creating a task schedule and following up with team members	January 2022 – May 2022
Tutor UBC CUBS, Vancouver UBC YNOTFORTOTS, Vancouver Learning Buddies Network, Vancouver <ul style="list-style-type: none">• Originally provided weekly in-person support to an elementary math class by helping students with questions• Transitioned to online weekly 1:1 tutoring to a student in Grade 3 for all school subjects• Developed fun games to facilitate learning and encouraged curiosity by always patiently answering questions• Liaison with both teacher and parent to keep them in the loop and ensure efficient tutoring sessions	January 2020 – Jan 2022 September 2021 – Jan 2022 Jan 2020 - April 2021 September 2020 – December 2020
Sports Coordinator Mentorship Coordinator First Year Committee Member UBC Science Undergraduate Society, Vancouver <ul style="list-style-type: none">• Paired around 20 mentors and mentees together based on screening information collected in a survey to find the best personality and interest match• Ran professional development events by surveying mentees about what skills and knowledge they would like to learn about, then liaising with graduate students and faculty to provide that knowledge	September 2021 – April 2022 September 2019 – April 2020 September 2018 – April 2019

WORK EXPERIENCE

Dental Assistant

May 2023 – August 2023

Ocean Periodontal and Implant Centre, Richmond

- Sterilized and set up instruments necessary for different periodontal procedures, including gum grafts, implants, and bone grafts
- By learning fast, working diligently and effectively communicating with the team, I was able to contribute to a very busy periodontal clinic, assisting over 8-20+ patients a day

Research Assistant

Sept 2021 – May 2022

UBC Department of Emergency Medicine, Vancouver

- Read patient charts and hospital notes to input data accurately and efficiently from CST Cerner to REDCap
- Develop a strong understanding of medical terms, including generic medicine names and diseases to avoid duplicate entries and facilitate workflow for the data management team
- Contact and obtain consent from patients to participate in telephone questionnaire by clearly communicating our research's purpose and then carefully listening and documenting patient information

Residence Advisor

August 2019 – September 2021

UBC Student Housing, Vancouver

- Work within a team to provide mentorship to 30-90 first- and second-year students by fostering a sense of community through strategic creation of an inclusive and well supported environment
- Provided passive educational opportunities to students through creation of informational posters on topics such as health and wellness, organizational strategies, resume and cover letters. Reached upwards of 1700 people in first-year residence through this effort.
- Responsible for independent upkeep of administrative paperwork, including weekly reports, documentation and evaluations. Demonstrated a strong sense of understanding for confidential work and ability to be concise and punctual in written work
- Handle conflicts in the community by mediating conversations and working to find common ground between individuals

Lead Cashier and Brand Ambassador

April 2017 – September 2018

Old Navy, Burnaby

- Promoted to lead cash, responsible for reconciliation of cash registers and daily transactions reports along with the store manager.
- Worked as a liaison between newer staff and management by answering questions, communicating goals and ensuring efficiency of checkout, helping over 30 guests an hour
- While on the sales floor, provided friendly and enthusiastic customer service to 60+ customers/hr at busiest times, ensuring to use clear communication with team for efficient customer interactions

SKILLS AND ABILITIES

- Proficient in French (5 in AP French)
- Conversational fluency in Cantonese and Mandarin
- Experience working with children 6 years old and up
- Able to type 85+ wpm
- Experience with Microsoft Word, Excel, PowerPoint (and Google equivalents), Canva and Zotero
- Experienced presenting to groups up to 100