

# Matthew Liu

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## SUMMARY

Proactive individual focused on delivering high-quality personal care and customer service. Adept at time management, problem-solving, and collaborating with others. Good communicator and planner with strong judgment and critical thinking abilities.

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## EXPERIENCE

### Dental Assistant Communicare Davis

January 2022 - August 2022, Davis, CA

- Prepared treatment rooms for patient examinations, maintained patient records utilizing digital dental software, and provided chair-side support to dentists during procedures for over 100 patients.
- Sterilized dental instruments and equipment while maintaining infection control standards.

### Advocacy Manager ASUCD Pantry

January 2022 - June 2022, Davis, CA

- Drafted models and ideas of food distribution to increase efficiency of patron flow through the pantry space in order to maintain optimal patron satisfaction.
- Provide oversight and direction for 10 pantry volunteers during food distribution to maintain inventory along with timely service.
- Communicate weekly with over 25 patrons and food service partners to ensure goods were kept fresh and restocked within the pantry space.
- Created three nutrition guides to different food group categories to promote healthy eating and well-being for patrons.

### Covered California Co-Director Paul Hom Asian Clinic

September 2021 - June 2022, Davis, CA

- Collaborated with over 20 low-income patients with signing up for health insurance in Covered California marketplace in a culturally and linguistically appropriate manner.
- Managed large database with over 1700 patients, updating their insurance information when needed.
- Knowledgeable on the different tiers of healthcare plans as well as insurance terminology within MediCal, Medicaid and Medicare.

### President Delta Epsilon Mu

June 2021 - June 2022, Davis, CA

- Represent the members of the fraternity chapter as a representative delegate on the national level while maintaining relations with 36 other active chapters.
- Oversee and delegate appropriate tasks such as community service and philanthropy projects for executive board in a timely manner, donating over \$2000 to kids experiencing autism.
- Educate and advise 40 members on the implementation and changes of the national bylaws and parliamentary procedure for all business conducted within the chapter.

### Ophthalmology Co-Director Paul Hom Asian Clinic

September 2019 - May 2021, Davis, CA

- Led successful planning and coordination of six quarterly ophthalmology clinic with four other co-directors, providing accurate vision exams and issuing vouchers to over 100 patients for free glasses.
- Helped create at-home vision screening kits for patients to self-diagnose vision for over 20 patients.

### Clinical Intern Paul Hom Asian Clinic

October 2018 - September 2019, Davis, CA

- Worked closely with medical students and preceptors to ensure over 50 patients receive optimal care throughout their visit.
- Performed vitals such as heart rate, temperature, and blood pressure for over 50 elderly patients
- Handle specimen samples for testing and delivery of lab results and facilitated proper documentation and compliance management for over 40 patient cases.

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## EDUCATION

### Bachelor of Science in Neurobiology, Physiology, and Behavior University of California, Davis • Davis, CA • 2022

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## CERTIFICATIONS

### Heartsaver CPR AED

American Heart Association • 2022

CPR Certified in both Adult, Child and Infant CPR.