

# Duffy Du

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## OBJECTIVE

With an aim for a higher education and carving the path in the medical field, I would like to work in your family practice to gain experience and exposure in the healthcare setting.

## EDUCATION

### **Bachelor of Computer Sciences**

University of British Columbia, Vancouver, BC

Expected: Dec 2023

### **Bachelor of Medical Sciences (Honors)**

University of Western Ontario, London, ON [GPA: 3.8/4.0]

Sep 2016 – Apr 2020

- Honors Specialization in Physiology and Pharmacology | Graduated with Distinction

## WORK EXPERIENCE

### **Urogynecology Clinical Research Assistant**

*London Health Sciences Centre (Victoria Campus), London, Ontario*

Jul 2018–Apr 2020

- Reviewing urogynecology patients' charts and completing chart summary in a specified format
- Completing questionnaire and chart summary data entry into the MS Access database
- Helping principal investigator with other research tasks such as completing a case report

### **Richmond Hill Medical and Surgical Clinic Receptionist**

*Grand Genesis Health Medical and Surgical Clinic, Richmond Hill, Ontario*

Jun 2018–Aug 2018

- Replying to emails, operating the telephone to manage appointments in the OSCAR EMR system
- Performing medical record maintenance tasks such as scanning, shredding, and uploading pictures and documents into OSCAR system
- Registering patients according to the referrals coming in from fax, and triaging to different departments based on referral request

### **Urogynecology Medical Office Assistant**

*London Health Sciences Centre (Victoria Campus), London, Ontario*

Jul 2017–Apr 2018

- Organizing patient charts/filing, and pulling charts needed for clinic days
- Booking appointments and calling patients for appointment reminders

### **Physiotherapy Clinic Receptionist**

*PhysioMotion Physical Therapy, Richmond Hill, Ontario*

Aug 2015–Aug 2016

- Greet people entering the clinic, determine purpose of visit, direct them to specific destinations
- Operate telephone to answer calls, provide information, take messages, or schedule appointments
- Receive payment by cash or debit/credit machines, submit direct billing for insurance

## LEADERSHIP

### *Awards*

- Dean's Honor List 2016-2020
- The Western Scholarship of Excellence

### *Activities*

- Competitive Dance Team Creative Director
- President of Hip-Hop Western Dance Club

### *Languages*

- Fluent in English and Mandarin Chinese