

# Jodie Ng

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## Profile

A Biology student who has dreams of seeing and exploring different parts of the world. Has field and lab experience, working both independently and as an integral member of a team. Has a positive outlook and a friendly attitude. Can quickly learn, follow instructions, has excellent customer service, and is self-motivated to give 200% and excel in any given task. Has an open mind and eager to take on challenges to solve problems. Fluent in both English and Cantonese and has a basic understanding of French.

## Education

**Bachelor of Science, University of British Columbia, Vancouver BC** 2012-Present

- Specialization: Biology
- Minor: Applied Animal Biology
- Currently enrolled in 4<sup>th</sup> year of study
- Field School at Bamfield Marine Science Center (BMSC) for nine weeks

**High School Diploma, Prince of Wales Secondary School, Vancouver BC** 2007-2012

- Completed the TREK Outdoor Education Program.
- Awarded Top Grade 11 Female Athlete 2010/2011
- Achieved Honor Roll Award and Principal's List Award

## Work Experience

**Hostess and Expo, Cats Socialhouse Restaurant, Vancouver BC** June 2014-Aug 2015

- Responsible for choosing and accompanying guest to their tables.
- Presented menus, daily deals, and special drinks of the day.
- Met customer's requirements; including elder folk, small children, and disabled people.
- Personalize guest experience by using customer's names and recognizing regulars.
- Aided servers by helping take orders, bringing water, anticipating guests' needs, taking payments, and clearing tables.
- Maintained a clean, safe restaurant, including picking up trash, maintaining the lost and found, polishing cutlery and wine glasses, restocking plate stock and ensuring washrooms are clean and stocked.
- Ensure balanced flow between the front and back (kitchen) of the restaurant.
- Ensure plating of food was presentable, and that changes to orders, especially allergies are known and followed out by the kitchen staff.

**Summer Assistant, Ratana Home and Floral, Vancouver BC** June 2012-Sept 2013

- Responsible for organizing, printing, designing and preparing home furniture showcases for potential customer viewing.
- Assisted in contacting potential clients and cold contacts to acquire new business.

**Sales Associate (Summer and Winter), Arcteryx, Vancouver BC** Dec 2012-Nov 2014

- Reorganized and folded clothing in a presentable manner to enhance displays.
- Demonstrated strong communication skills by providing customers with excellent customer service and assistance in purchasing and fitting of clothing needs.
- Familiarized and demonstrated proficiency with retail operations including Point of Sale systems through handling cash and credit/debit transactions.

<b>Volunteer Experience</b>	<b>Veterinary Assistant, <i>Alta Vista Animal Hospital</i>, Vancouver BC</b>	Jan 2016-Present
	<ul style="list-style-type: none"> <li>• Support Veterinary Doctors.</li> <li>• Help with animal preparation for surgery.</li> <li>• Help with restraining animals for inspection, vaccine injections, IV insertion, enemas, etc.</li> <li>• Maintenance of equipment.</li> <li>• General animal care (feeding, cleaning cages, exercising and grooming).</li> <li>• General preparation and sanitization of surgery rooms, laundry, and general maintenance</li> </ul>	
	<b>Research Assistant, <i>Robert Shadwick Laboratory</i> at University of British Columbia</b>	Sept 2014-Present
	<ul style="list-style-type: none"> <li>• Assisted a Master student and a Ph.D. researcher in their research projects, including experimental setup, data collection and data analysis.</li> <li>• Conducted parallel experiments for Ph.D. researcher</li> <li>• Took images using scanning electron microscope (SEM).</li> </ul>	
	<b>Youth Leader, <i>Westside Baptist Church's Duke of Edinburgh's Award</i>, Vancouver, BC</b>	Oct 2015-Present
<b>Certifications and Skills</b>	<ul style="list-style-type: none"> <li>• Registered participants and helping them get started in the Duke of Edinburgh Program</li> <li>• Mentoring and supporting youth as they work to complete their Award levels</li> <li>• Helping organize activities that count towards Award levels</li> <li>• Organizing events, such as hiking, rock climbing, team bonding exercises and camping trips</li> <li>• Teaching youth about the outdoors and the wilderness</li> </ul>	
	<b>Student Ambassador, Bamfield Marine Science Center, Bamfield, BC</b>	Sept 2015-Present
	<ul style="list-style-type: none"> <li>• Promote Bamfield by making presentations to classes, posters, etc.</li> <li>• Answer questions about courses offered at BMSC, such as what each BMSC course is about, what it is like to take courses at BMSC, what are the benefits of BMSC programs, what to expect concerning of accommodations, and what to bring, etc.</li> </ul>	
	<b>Host and Caregiver, <i>BCSPCA Education and Adoption Center</i>, Richmond BC</b>	Mar 2011- Oct 2013
	<ul style="list-style-type: none"> <li>• Greeted and assisted members of the public by showing them around the shelter and provide necessary information on the adoption process and volunteer programs.</li> <li>• Helped with filing and formatting paperwork and gained experience with office administrative duties.</li> <li>• Assisted in care and wellbeing (feeding, cleaning, grooming, playing, assessing illness, etc.) of animals (mainly cats and rodents)</li> </ul>	
<b>Interests</b>	<b>Animal Care and Ethics Training, Canadian Council on Animal Care (CCAC) / National Institutional Animal User Training (NIAUT) Program (License No. 7733 – 16)</b>	Feb 2016 -Present
	<b>CPR AED First Aid, Advanced Medical Certification (License No. 294697)</b>	May 2015- May 2017
	<b>Pleasure Craft Operator, Boat Ed (License No. 8964585)</b>	May 2015- Present
	<b>Scanning Electron Microscope Training (SEM), UBC Bioimaging Facility</b>	Sept 2015
<b>References</b>	Available Upon Request.	