

Ms. Thanh Ngo

tngo@email.unc.edu

Objective Full-Time Position

Work experience

Biology Research Laboratory Assistant, part-time

8/2004-Present, UNC-Chapel Hill/Jason Reed Chapel Hill, NC

- Perform DNA preparations, run PCR and gel electrophoresis, cell staining, make media, and sort seeds among others in order to analyze Arabidopsis mutants

Administrative Assistant, full-time summer

5/2006-8/2006, Ambassador Personnel Services Charlotte, NC

- Operated eight-line switchboard, administered paperwork, scheduled appointments, updated company website, assisted recruiters in resume searches and acted as IT support.

Legal Assistant, full-time summer

6/2005-8/2005, Family Law Center Divorce Firm Charlotte, NC

- Entrusted with key to open/close.
- Operated switchboard, updated paper/computer case files, handled money, calculated financial spreadsheet of clients' dividends and child support, aided in writing separation agreements, and made weekly filings at Clerk of Court.

Hospital Volunteer, part-time

6/2002-8/2006, Carolinas Medical Center Pineville, NC

- Worked on medical/surgical floor, in ER, and Medical Records
- Responsibilities included: recording patient diet, restocking nursing stations, and knitted caps for maternity department.
- 2007, Founder of Baby Cap Knitting club of UNC hospitals

Education

8/04 – Present. **University of North Carolina, Chapel Hill, NC**

Pursuing double major in Chemistry and English, in addition to fulfilling Pre-med requirements.

- Patsy Sifford Scholarship recipient
- UNC-Chapel Hill Model United Nations: Director and Co-chair of Conferences Fall/Spring 2004-2006, Secretary General for Fall Conference 2006; oversaw debates; ran 200-delegate conference.

8/2000-6/2004. **Myers Park High School, Charlotte, NC**

International Baccalaureate and Advanced Placement Diplomas

Other Skills

- Languages: Fluent in English (native language) and Vietnamese. Conversational Spanish and writing skills.
- Computer: MS Word, PowerPoint, Excel, HTML, typing (90 WPM with 96% accuracy).