**Il Jo**

6117 Kitchener Street

Burnaby, B.C. Canada V5B 2J5

Telephone number: 1-(604) 657-6622 E-mail: ijo@my.bcit.ca

**SUMMARY OF SKILLS**

**Computer Skills**

* type 65 words per minute
* create charts and graphs with Microsoft Excel and PowerPoint

**Interpersonal and Communication Skills**

* fluent in English and Korean
* work efficiently independently and in a team (wrote a team charter and gave many oral presentations)
* enjoy receiving constructive criticism
* communicate effectively (listen actively to minimize misunderstandings)
* improved the living quality of many students by promoting a safe, clean and friendly environment (Chung-Dahm Immersion School)
* teach SAT II, AP, IB and regular chemistry, biology and physics for secondary school students (Elite Educational Institute)
* teach ESL, elementary school and middle school level English
* write standard business correspondence including letters and memos, etc. (wrote a memo on “IV Procedures Case Study Assignment”)
* supervised students who came from Korea to learn English
* answer telephones, relayed messages and greet visitors (Shanghai TCM College)

**EDUCATION**

**MEDICAL LABORATORY SCIENCE DIPLOMA**

British Columbia Institute of Technology, Burnaby, B.C. 2009 to present

**BACHELOR OF SCIENCE: GENERAL BIOLOGY**

 University of British Columbia, Vancouver, B.C. 2003 to 2008

**GRADE 12 DIPLOMA**

 Burnaby North Secondary School, Burnaby, B.C. graduated June 2003

**EXPERIENCE**

**MEDICAL LABORATORY ASSISTANT**

 Royal Columbian Hospital, New Westminster, B.C. summer of 2009 to present

**INSTRUCTOR AND PRIVATE TUTOR**

 Elite Educational Institute, Coquitlam, B.C. 2003 to present

**ADVISOR**

 Chung-Dahm Immersion School, North Vancouver, B.C. June to Oct. 2007

**VOLUNTEER WORK**

**SECRETARY**

 Shanghai Traditional Chinese Medicine College, Burnaby, B.C. 2000 to present

* inform patients about costs and further information on follow ups

**PERSONAL INTERESTS**

* sports: soccer
* musical instruments: violin, drums, bass guitar, and piano

**REFERENCES** Available upon request

**REFERENCES**

**Teresa Place**

Technical Staff

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**Kal Randhawa**

RT

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**Elaine Chu**

Manager

Elite Educational Institute

1065 Ridgeway Avenue

Coquitlam, B.C. V3J 1S6

Telephone number: (604) 936-0866

**Nella Castagno**

Agent

NC Talent Incorporated

1085 Cambie Street

Vancouver, B.C. V6B 2L5

Telephone number: (604) 568-6292