

Virginia P. Tam

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Relevant Skills:

- ❖ Completed GMU Lab Safety Orientation Training (December 2019)
- ❖ Collaborated and cooperated with faculty above my rank for the success of specific stu
- ❖ Developed organizational and independent work skills as part of my duties as an Assistant taekwondo Instructor

Work Experience:

Biology Tutor, Longwood University (August 2021 - Present), Farmville, Virginia

- ❖ Collaborated and communicated with faculty to successfully craft personalized plans of review for individual students' temperaments and limitations
- ❖ Aided in the comprehension and review of undergraduate course material
- ❖ Displayed proficient knowledge in basic level biology and microbiology lab practices, information and systems, and literature structure to the level of teaching

Assistant Instructor, TopKick Martial Arts (December 2015 - December 2019), South Riding, Virginia:

- ❖ Integrated the use of common Microsoft Office programs for planning, scheduling, and implementing procedures
- ❖ Prepared training facilities to support a variety of events and activities
- ❖ Supported outdoor group supervision and engagement of children
- ❖ Tailored training regimens to groups of different ages and abilities
- ❖ Actively assisted Lead Instructors when necessary

Teaching Assistant, Summer in the Arts Program (Summer 2019), Loudoun County, Virginia:

- ❖ Supported teachers in their classroom activities
- ❖ Supervised subgroups of students in separate activities
- ❖ Set up the program classrooms (heavy boxes/crates/pallets)
- ❖ Transported documents and admin materials between classrooms and offices

Education and Other Achievements:

Longwood University:

- ❖ Dean Scholarship
- ❖ Honors Scholarship

Studies:

- ❖ Biology Program, Clinical Lab Sciences Concentration (Current GPA: 3.6)
- ❖ Dean's List, all semesters to present
- ❖ University Honors Program, all semesters to present