

Virginia P. Tam

e-mail: virginia.tam@live.longwood.edu

Phone: 571-340-7549

Relevant Skills and Qualities:

- ❖ Completed GMU Lab Safety Orientation Training (December 2019)
- ❖ Rotated in INOVA Central Laboratory for Microbiology and Chemistry ASCP laboratory experience
- ❖ Organized and processed microbiology samples in preparation for culture and analysis
- ❖ Collaborated and cooperated with faculty above my rank for the academic success of students
- ❖ Optimized workflows for cost effectivity, time efficiency, and ease of learning for students
- ❖ Assisted in leading lab activities to improve student understanding and competency
- ❖ Upheld a strong team relationship and maintained consistent collaboration with academic and professional teams

Work Experience:

Student, INOVA School of Medical Laboratory Science (January 2024 - Present), Fairfax, Virginia

- ❖ Ensured the timely and accurate preparation of samples to aid in patient care
- ❖ Troubleshooted LIS issues and processing mistakes within the hospital system
- ❖ Applied complex test and specimen relationships to organizational efficiency
- ❖ Completed digital and written documentation of received specimens
- ❖ Maintained quality to ensure positive impact on testing in the laboratory
- ❖ Ensured the stock and supply of processing bench materials

Biology Tutor, Longwood University (August 2021 - August 2023), 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
- ❖ Engaged in virtual education using video chat and integrated tools to maintain engagement

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

- ❖ Integrated the use of common Microsoft Office programs for planning and scheduling sheets
- ❖ Organized preparation of program classrooms, especially lifting (heavy boxes/crates/pallets)
- ❖ Maintained the organization and stocking of public and private access inventories
- ❖ Tailored training regimens to groups of different ages and abilities
- ❖ Tracked attendance, billing, and safety reports through physical and online documentation
- ❖ Actively assisted Lead Instructors in supportive leadership when necessary
- ❖ Supervised subgroups of students engaged in different independent activities
- ❖ Transported documents and admin materials between classrooms and offices

Education and Other Achievements:

Longwood University:

- ❖ Dean Scholarship
- ❖ Honors Scholarship

Academic Achievements :

- ❖ Biology Program, Clinical Lab Sciences Concentration (Current GPA: 3.45)
- ❖ Dean's List, all semesters to present
- ❖ University Honors Program, all semesters to present