

Haylie K. Phan

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EDUCATION

Cypress Lakes High School

Katy, Texas

Class Rank/GPA: 4/747, 6.77 (6.0 scale)

Graduation Date: May 2024

- **Organizations:** HOSA (Health Occupations Students of America), Key Club, AAPI (Asian American Pacific Islander's Association), MAO (Mu Alpha Theta National Math Honors Society), NHS (National Honors Society), Science Olympiad, American Chemical Society Club, Student Council, Science National Honor's Society, Champion's Taekwondo Demo Team, Gifted and Talented program, President's Club
- **Awards:** 2023-Questbridge College Prep Scholar, 2023-Taekwondo National qualifier, 2011-Present Distinguished honor roll, 2018 Taekwondo National qualifier, 2015 - President's education award, 2013 - Valedictorian in Viet Ngu, 2021 - Kukkiwon 2nd Degree Black Belt, AP Scholar

WORK EXPERIENCE

University of Houston College of Pharmacy Department of Pharmacy Practice and Translational Research

Houston, TX

Intern

June 2023-August 2023

- Responsible for the basic maintenance and understanding of establishing an experiment with C.Elegans
- Create a model microbiome using C.Elegans to use for further research in drug testing
- Present weekly learnings and provide oral lectures on materials researched
- Graph experimental data on the statistical computing software, R

Kim's Teahouse

Houston, TX

Manager

June 2022-Present

- Prepare customized drinks and food items while multitasking in a fast-paced environment
- Effectively communicate with the diverse team of co-workers to maximize productivity
- Maintain a hygienic workplace that follows all food safety guidelines
- Operate POS system and responsibly open and close tills to ensure smooth transactions
- Maintaining peak performance through twelve-hour shifts
- Create work schedules that best accommodate workers
- Responsibly problem-solve any arising issues with customers

Champion's Taekwondo Academy

Houston, TX

Taekwondo Instructor

August 2021-Present

- Taught both young children and adults self-defense skills
- Assessed the skills of each student and adapted to their needs
- Prepare and instruct class lessons for groups of 20-30 students
- Manage financial information using Google Sheets while keeping the confidentiality of customers

Personal Computer Business

Houston, TX

Computer assembler/technician

June 2020-Present

- Create custom-built computers depending on the client's needs
- Configured hardware devices and software settings to optimize performance
- Research the best components for the price given by the client
- Research methods to troubleshoot hardware/software issues

LEADERSHIP EXPERIENCE

Champion's Taekwondo Academy

Houston, TX

Head Demo Team Leader

2018-Present

- Collaborate with team members to choreograph demonstration performances
- Edit music using HitFilm Express and iMovie to provide an appealing performance
- Market the Champion's Taekwondo Academy school throughout Houston and gain 80+ customers
- Organize group practices that consider member's schedules

American Heart Association

Houston, TX

AHA Ambassador

2022-Present

- Advertised events that helped raise funds for further research in heart health
- Communicate with administration and American Heart Association staff to organize events
- Present to the large school population of 3,000+ to encourage donations toward heart research
- Taught the Health Students of America members the risks related to heart disease

Health Occupations Students of America

Houston, TX

Officer

2022-Present

- Research volunteering, social, and fundraising events that provide aid to the community
- Teach over 200 members about different fields of healthcare using presentations and interactive activities
- Collaborate with fellow officers and sponsors to plan and organize health-related events
- Work with Google Sheets to manage member's participation in events and meetings
- Create sign-up/sign-out forms to organize participation

Science Olympiad

Houston, TX

Officer(Founder)

2022-Present

- Create and manage the main website which contains necessary resources for members
- Create a discord server that serves as a communication tool between both the officers and members
- Input ideas to increase participation in events
- Send out study material for competing members
- Communicate with elementary schools to create a tutoring program for young children

Asian American Pacific Islanders Association

Houston, TX

Officer(Secretary)

2022-2023

- Work with Google Sheets to manage member's participation in events and meetings
- Lead meetings with over 100 members about the diverse cultures of Asia
- Create sign-up/sign-out forms to organize participation
- Communicate with officers and sponsors to organize events that help members appreciate Asian cultures

Asian American Pacific Islanders Association

Houston, TX

Officer(President)

2023-Present

- Communicate and delegate tasks to other officers
- Communicate with sponsors and administration to plan out events
- Create and research lessons for meetings
- Lead meetings with over 100 members about the diverse cultures of Asia

Mu Alpha Theta National Honors Society**Houston, TX***Officer(Treasurer)**2023-Present*

- Communicate with sponsors to manage club funding
- Plan and host fundraisers
- Manage the financial aspect of the club

American Chemical Society Club**Houston, TX***Officer(Secretary)**2023-Present*

- Organize and send out emails to communicate with members and other organizations
- Work with Google Sheets to manage members' participation in meetings and volunteer hours
- Create sign-up/sign-out forms to manage participation
- Plan and brainstorm event ideas

Cypress Lakes Student Council**Houston, TX***Officer(Class Representative)**2021-2022*

- Organizing documents to request administrative permissions on events
- Brainstorm events that represent the student body and the school festivities that are chosen
- Communicate with lead faculty and officers to ensure events can be executed

SKILLS & COMMUNITY SERVICE

Skills: Google Suite | PC assembly/troubleshooting | Vietnamese | Python & Java | R & gernerallR | Biorender | BV-BRC | CPR Certification | Whole genome sequencing | Hitfilm Express

Community Service: HOSA: 200+ hours, Key Club: 100+ hours, MAO 40+ hours, NHS: 30+ hours