

# Mary Grace Wong

P: (647)-210-4565 | E: maryggwong2@hotmail.ca | A: 322 Raymerville Dr., Markham, ON  
L3P6N6

## Work Experience

Freelance Transcriptionist | Rev Nov. 2018 - Present

- Accurately and efficiently transcribe audio to text in multiple professional streams including legal, financial and medical documents
- Utilized excellent listening skills, and a strong sense of grammar, spelling, and punctuation to produce error-free entries

VIP Server & Bartender | Markham Cineplex Cinemas & VIP Aug 2021 - Dec. 2023

- Received multiple recognitions for outstanding guest service and work ethic
- Address any customer needs or concerns, utilizing strong communication and problem-solving skills to resolve issues in a professional manner

Personal Disaster Assistance Responder | Canadian Red Cross Mar. 2019 - Feb. 2023

- Offered immediate support and assistance to beneficiaries who are experiencing trauma and loss in a high-stress environment
- Work effectively within an unpredictable and changing environment, coordinating with local authorities, relief organizations, and volunteers

York Pre-Medical Association President | York University Jun. 2020 - Sep. 2022

- Managed executive team and 800+ club members; created valuable pre-med opportunities & events including networking, skill development, and MCAT preparation
- Constructed mentorship program matching over 400+ students with knowledgeable mentors for guidance in MCAT, university life, and medical school applications

STEM Fellowship Co-Founder & Co-President | York University Aug. 2019 - Sep. 2022

- Organized university-wide research placement program & competition with 31 PIs and over 100+ undergraduate research positions for all STEM majors/programs
- Launched a high school research exploration program providing hundreds of STEM students across Canada with university-level research experience & exposure

Research Lead | University Health Network Sep. 2020 - July 2021

- Lead research team for liver transplantation in the Multi-Organ Transplant Student Research Training Program
- Partake in educational workshops and seminars, journal club, manuscript analyses and research presentations alongside hospital staff and teaching faculty

Research Exploration Opportunity Team Lead | STEM Fellowship Nov. 2020 - June 2021

- Assisted with all high school Research Exploration Opportunity (REO) programs throughout Canada and collaborate with all existing STEM Fellowship chapters

- Collaborated with sponsors, guest speakers, research laboratories, and professors to provide educational opportunities in various STEM fields

Board of Directors & Research Assistant | RadScholars Dec. 2020 - May 2021

- Assisted in logistical operations and development of various sectors of the organization
- Contributed to the preparation of two academic research papers, adhering to the high standards of scientific writing for publishing in academic journals

Summer Research Student | Cornell University June 2020 - Sep. 2020

- Working under Dr. Pankaj Prasad researching translational cancer and the effects of hypoxia in cancer cells, as well as cancer epigenetics and genomics
- Utilize various cancer software and research databases to collect and analyze data

Tutor-Mentor | TutorBright Oct. 2018 - June 2020

- Constructed individualized education plans for students of various ages and education levels, resulting in measurable improvements in academic performance

Day Surgery & Endoscopy Volunteer | North York General Hospital Aug. 2019 - Feb. 2020

- Managed unit inventory, transport of patients to vehicle, and provided welcoming and friendly environment for patients

## Skills

- Experience in leading and working with teams of 10-500 from various leadership roles
- Eager to learn and hardworking; shown through multiple promotions in positions
- Able to work both independently and in team environments
- Experienced and comfortable working in high-paced environments
- Excellent interpersonal skills proven through presidential duties in organizations

## Education

BSc in Biomedical Sciences & Psychology | York University Sep. 2018 - Apr. 2024

Medical Terminology Certificate | Rice University Aug 2022

## Extracurriculars & Awards

- STEMpowerment Mentor Jan. 2020 - Present
- STEM Fellowship Program Development Coordinator Aug. 2019 - Present
- HOSA York University President - York University May 2021 - May 2023
- Bethune College Peer Mentor May 2021 - Apr. 2022
- Bethune College Commuter Representative May 2021 - Apr. 2022
- Science Student Ambassador Jan. 2021 - Jan. 2022
- Canadian Leadership Grant - St. George's University of Medicine 2020, 2021
- York Pre-Medical Association Secretary May 2019 - April 2020
- Scholarly Writing Challenge 1st Reviewer Dec. 2019