

Jing Vir Leong

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Elmhurst, NY, 11373

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EDUCATION

City College of New York

B.S. in Biology, GPA 3.8

Expected May 2018

EXPERIENCE

Long Island Care Center

Business Office Volunteer

November 2015 - Present

- Support staff with administrative tasks including invoice records and billing.

Queens Botanical Garden

Horticulture Intern of Education Department

Summer 2015

- Performed small scale farming of various crops.
- Taught children from age 4 - 12 basic concepts of botany, ecology and environmental science.

Elmhurst Hospital Center

Patient Transport

Summer 2013

- Assisted with delivering patient samples and pharmaceutical medicines to various departments.

SKILLS

- *Applications:* Microsoft Word, Powerpoint, and Excel, Adobe, Prezi
- *Languages:* Basic Chinese and Japanese
- *Athleticism:* Interests in Tennis and Long Distance Running
- *Instruments Played:* Flute and Guitar