

**Charlotte Maclean**  
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## EDUCATION

**Dalhousie University**, Halifax, NS, Canada

*September 2019-Present*

**Bachelor of Science in**

**Biochemistry and Molecular Biology and Microbiology and Immunology**

3.89/4.30 Cumulative GPA

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## WORK EXPERIENCE

### **Radiation Safety Student Assistant**

*Environmental Health and Safety Office*

*July 2021-Present*

*Dalhousie University, Halifax, NS, Canada*

- Laser safety course development
- Laboratory audits and fume hood testing
- Management of university dosimetry program
- Radioactive waste handling, storing, and disposal
- Radiation Training Sessions

### **Hostess/Buss person**

*Hopscotch Dinner Club, Halifax, NS, Canada*

*June 2021-July 2021*

- Reservation managements
- POS System
- Customer service

### **Litigation Document Coding Specialist**

*Branch Office Service*

*July 2020-August 2020*

*Discover Legal, Mississauga, ON, Canada*

- Reviewing, analysing, and indexing ligation documents
- Database entry and management

### **Camp Counsellor**

*Glen Bernard Camp, Sundridge, ON, Canada*

*June 2018-August 2019*

- Supervision and safety of campers
- Leading overnight canoe trips in provincial parks (rapids, portaging)
- Teaching swimming, sailing, land sports, and crafts

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## SKILLS AND TECHNIQUES

### Non-technical

- Kind and approachable
- Clear written and oral communication
- Organized and focused
- Creative problem solving
- Strong collaboration

### Technical

- Undergraduate level biochemistry and microbiology lab skills
- Document coding
- Novice computer programming
- Novice bioinformatic skills

## **ADDITIONAL TRAINING**

### **Dalhousie Online Training Courses:**

CNSC Radiation Safety  
CNSC Transportation of Dangerous Goods Class 7 Receiving  
Laser, Chemical Spill, Fire, and Laboratory Safety Courses

*June 2021*

### **Standard First Aid (including CPR-C) w/ Distinction**

*June 2019*

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## **LEADERSHIP EXPERIENCE**

### **Overnight Camping Trip Leader/Trippler**

*June 2018-August 2019*

*Glen Bernard Camp, Sundridge, ON, Canada*

- Canoe tripping and tent camping
- Responsibility for camper safety
- Planning of route/orienteering
- Navigating portages and rapids

### **Buddies Program**

*September 2015-June 2018*

*Lawrence Park Collegiate Institute, Toronto, ON, Canada*

- Grade 9 mentorship program to ease transition into high school

### **Volunteer Youth Activity Leader**

*September 2015-June 2017*

*Cub Scouts of Canada, Toronto, ON, Canada*

- Plan activities and supervise cub scouts/campers

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## **REFERENCES**

Available Upon Request