

Rona Wilf
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Education

Drexel University, Philadelphia, PA
Bachelors/Masters in Biological Science/Bio-Medical Engineering
Concentration in Biotechnology
GPA: 3.9
Anticipated Graduation - June 2014

Honors

- Dean's list, Drexel University, 2009-Present
- Dean's Scholarship, Drexel University, 2009-Present
- DU Endowed Scholarship, Drexel University, 2009-Present
- Member of Pennoni Honors College, Drexel University, 2009-Present

Experience

Bio-Medical Engineering Laboratory, Technion Institute, Haifa, Israel, Research Assistant

- Prepared and analyzed various bio-synthetic hydrogel materials
- Performed Fluorescent and Brightfield microscopy imaging and 3D deconvolution.
- Performed microchannel photoablation in various bio-synthetic hydrogel materials.

IIC International Ltd, Ra'anana, Israel, Assistant to CEO and Office Manager, December 2008 -September 2009

- Coordinated communications and logistics related to over-seas property management.
- Prepared legal documents, office memos and official letters.
- Generated reports using property management database software.
- Kept track of deadlines for bank guarantees from tenants in the amount of up to 100,000 Euro.

Brazil Trip Tours, Itacare, Bahia, Brazil, Travel agent and Surfing instructor, February 2008 – June 2008

- Handled local advertising and sales of tours and various activities offered by the agency.
- Performed extensive travel rates research in cooperation with different agencies across Brazil.
- Conducted private surfing lessons for tourists of all ages.

Pearl Cohen Zedek Latzer Adv., Herzliya, Israel, IP Paralegal, June 2007 – December 2007

- Patents Research – Performed online research as well as database software research.
- Patent submission – Prepared all official documents required for patent submission and submitted patents via mail, internet and fax.
- Liaisoned with patent examiners in Israel and USA – Scheduled conferences with patent examiners in USPTO and IPO, performed regular official communication with examiners via phone and e-mail.
- Deadlines resolution – kept track of very strict submission deadlines, which often entailed much over-time work.

Israeli Defense Force, Israel, Photogrammetrist – released as Corporal, April 2005 – June 2006

- Produced and analyzed Orthophotos and satellite photography using highly advanced and complex computer software.
- Worked in shifts as part of a team of five people and developed excellent team-work skills.
- Initiated and produced an extensive written manual for the use of the unit and future soldiers, on computer programs in the GIS field.

Meretz political party, Israel, Volunteer and later full time employee, September 2003 – April 2005

- Performed as a General Logistics Assistant in the municipal election campaign.
- Performed as a telemarketer in the primary election in the party.
- Communicated with designated populations regarding party platform and upcoming election.

Languages:

Fluent in Hebrew, Proficient in Portuguese, Basic knowledge of Spanish

Skills:

Laboratory skills – Brightfield and Fluorescent Microscopy, Rheometry, Spectroscopy, Bio-materials and Hydrogel preparation, Laser microchannel photoablation (Zeiss P.A.L.M Laser micro dissector), Frozen Histology (Leica CM1500), Micropipetting, Gel Electrophoresis, PCR

Computer skills - Proficient in: Microsoft (Access, Excel, Word, PowerPoint), Adobe/Acrobat, CPR software, GIS software such as ArcMap and Socet Set, Bio-Imaging software – Huygens Professional