

Minhee Jeon

EDUCATION

University of Pennsylvania School of Dental Medicine

Doctor of Medicine in Dentistry (D.M.D.) Candidate

Cumulative GPA: [REDACTED]

Awards and Honors: Dean's Scholarship

Philadelphia, PA

Aug. 2022 — May 2026

Emory University

Bachelor of Science in Anthropology and Human Biology

Cumulative GPA: [REDACTED]

Awards and Honors: Emory University's Liberal Arts Scholarship, Dean's List (4 semesters)

Atlanta, GA

Aug. 2018 — May 2021

WORK EXPERIENCE

Penn Dental Medicine Office of Academic Affairs

Peer Mentor

- Selected by the Associate Dean of Academic Affairs to lead weekly study hall sessions for peer guidance/mentorship
- Co-led weekly tutor sessions for first-year students on the topic of Cellular and Molecular Basis of Health and Disease

Philadelphia, PA

August 2024 — Present

Shemmassian Academic Consulting

DAT Tutor; Resource Content Developer

- Provided 1:1 academic assistance to pre-dental students to strengthen their understanding of subject areas in biology, general chemistry, and organic chemistry, as well as mentorship to prepare for dental school applications

Philadelphia, PA

Jun. 2023 — Present

Philadelphia FIGHT

Part-time Dental Assistant

- Assisted dentists during procedures by preparing treatment rooms, taking dental radiographs, and providing chair-side support for new patient exams, composite fillings, root canal, fixed/removable restorations, and surgical procedures

Philadelphia, PA

Jun. 2023 — February 2024

East Taylor Dental Associates

Full-time Dental Assistant

- Chair-side assisted dentists in new patient comprehensive exams, recording treatment plans, and dental procedures such as composite fillings, root canal treatment, fixed/removable restorations, and surgical procedures
- Assisted dental hygienists with exposing and processing dental X-rays and maintaining instrument sterilization
- Supported the front-desk team by serving as the first point of contact for patients, maintaining patient records and schedules, reviewing treatment plans, collecting account balances, and educating patients on postoperative oral care
- Translated English to Korean and Korean to English for effective communication between patients and doctors

Montgomery, AL

Jun. 2020 — Jul. 2022

LEADERSHIP

Penn Dental Medicine Executive Student Council

Social Chair (23'-24'); Vice President (24'-Present)

- Facilitated annual club fair over three days for students to explore and get involved in organizations of interest
- Organized student concerns/feedbacks and represented student body in monthly meetings with administration
- Worked closely with President to allocate government funds to over 50 student led clubs for educational events
- Responsible for coordinating school-wide events aimed at uniting all four classes within the dental school, along with the broader dental school community, through Fall Fest, Spring Fest, and annual Winter semi-formal events

Philadelphia, PA

June 2023 — Present

American Student Dental Association

ASDA National Council, Editorial Board Contributing Editor

- Appointed by the Executive Director at American Student Dental Association (ASDA) to recruit/contact authors from dental schools across the nation to share dental-student narrative and address their holistic needs in the dental profession

Philadelphia, PA

March 2024 — Present

District 3 Director of Meetings

- Appointed by the District 3 Trustee to oversee the meetings committee to coordinate engaging events such as District 3 ASDA Kickoff, District Leadership Retreat, and District Annual Meeting for both dental and pre-dental students at Penn, Temple University, University of Maryland, Howard University, and University of Pittsburgh

March 2024 — Present

Penn Chapter Advocacy Committee Member; District 3 Facilities Chair; Nov. 2022 — March 2024

- Researched conference venues for leadership retreats and annual district meetings, and negotiated contracts for pricing, catering, AV set-up, and other relevant components to ensure a seamless meeting for 240 members
- Awarded District 3 MVP for demonstrating leadership and organizational skills in coordinating the conference
- Collaborated with other advocacy committee members to develop school-wide events that educated students on topics of debt/finance management, post-graduate job exploration, and students' role in advocacy

Penn Korean Student Dental Association (KSDA)

Philadelphia, PA

President

May 2024 — Present

- Outlined yearly events to promote and educate Korean culture for dental students who may be interested
- Organized a mentorship program amongst the club members to help first years transition into dental school

D1 Representative; Treasurer

Aug. 2022 — May 2024

- Partnered with children's ministry at Emmanuel Church in Philadelphia to educate children on oral health
- Formulated yearly budget and organized fundraising initiatives to host events that increase student engagement
- Hosted the annual KSDA Alumni Night by collaborating with event organizers to coordinate event logistics for seamless transitions and interacted with the audience to encourage audience participation throughout the event
- Promoted cultural events to educate and engage students in topics of diversity in the dental profession

University of Pennsylvania School of Dental Medicine, Office of Admissions

Philadelphia, PA

Admissions Ambassador and Tour Guide

Aug. 2022 — Present

- Represented University of Pennsylvania School of Dental Medicine as a student panelist by answering prospective students' questions in a professional manner on interview day and admitted students open house
- Led prospective students on a 60 minute tour of school with information about academics and student life

University of Pennsylvania, College Houses & Academic Services

Philadelphia, PA

Resident Advisor

Aug. 2022 — August 2024

- Oversaw the transition of thirty second-year students into university life by organizing monthly programs that connect students to opportunities for engagement on campus and in the greater Philadelphia area
- Responsible for ensuring safety and well-being of 700+ second year students of diverse backgrounds through crisis response, conflict management, and support for mental health and sexual assault concerns
- Co-facilitated a weekly Harrison-Robeson Mentorship Program for Robeson High School students and University of Pennsylvania residents to engage in pre-college advice and tutoring in academic areas over lunch meetings

University of Pennsylvania School of Dental Medicine

Philadelphia, PA

Orientation Leader

June 2023 — Present

- Served as a role model for incoming first-year dental students, facilitated small-group discussions on conversations regarding transition, and provided guided tours throughout the orientation program.

VOLUNTEER/COMMUNITY SERVICE

Renewal Presbyterian Church

Philadelphia, PA

College Fellowship Coach; (2 hrs./weekly)

Aug. 2024 — Present

- Oversaw group of college student leaders to help facilitate meaningful interaction with their community group members by providing support in preparation for personal and spiritual development conversations

Penntorship

Philadelphia, PA

Mentor Volunteer; (3 hrs./month)

Oct. 2022 — August 2024

- Partnered with West Philadelphia High School to provide mentorship to a student in areas of STEM subject tutoring and college application preparation support on a virtual platform

Ben Massell Dental Clinic

Atlanta, GA

Volunteer Dental Assistant; (3 hrs./week)

Sep. 2020 — Mar. 2021

- Chair-side assisted fourth-year dental students in preventative and restorative procedures to provide a comprehensive free dental care to Atlantans who otherwise could not afford care

SKILLS AND INTERESTS

Languages and Skills: Korean (Native), Chinese (Elementary), Microsoft Office Suite, Canva

Interests: Crocheting, Baking, Keychain designing, Foodbank Volunteer, Running, Tennis, Basketball