

# Ninh Le

22233 Center Street, Apt. 102  
Castro Valley, CA 94546

Ninh.KLe@Gmail.com  
Phone: (510) 333 – 0068

## Skill Set

Knowledgeable in computer hardware and most consumer based software	Adaptive learner with outstanding information retentive skills
Experienced in Windows with basic working knowledge in Mac and Linux	Cerebral and a “hands on” worker type and professional “Can Do” attitude
Knowledgeable in computer trouble shooting and repair work	Reliable, responsible, meticulously detailed and goal driven
Additional hardware repair experience in cellular phones and gaming systems	Excellent at multitasking, organizing, and prioritizing

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## Employment Background

### Massage Therapist

**Nov. 2016 - Present**

*Massage Envy*

*2233 S. Shore Center, Alameda, CA*

- Performing intake procedures to outline best method of physical care and following through with body work
- Explaining self-care measures, contraindications, and risks of injuries to clients after sessions
- General maintenance, janitorial, and laundry duties as needed

### Massage Therapist

**May 2016 – July 2017**

*Piedmont Spa*

*4022 Piedmont Ave, Oakland, CA*

- Greeting clients, answering phones, and performing general clerical duties as needed
- Performing intake procedures to outline best method of physical care and following through with body work
- General maintenance, janitorial, and laundry duties as needed

### Marketing Assistant and Junior Escrow Coordinator

**Feb. 2013 – Sept. 2015**

*Barbara Reynolds via McGuire Real Estate*

*2961 College Avenue, Berkeley, CA*

- Coordinating escrows, document preparation and tracking, scheduling, and archiving transactions
- Preparing and distributing marketing material: brochures, flyers, postcards, and buyers packages
- Maintaining advertising websites and CRM: Zillow, Trulia, TopProducer, personal sites and blog

### Temporary Assignments for Ajilon Staffing Services

**Oct. 2011 – Oct. 2012**

*North East Medical Services of San Francisco*

*1520 Stockton Street, San Francisco, CA*

- Assisted Human Resources with entire recruitment and hiring processes, which included scheduling interviews, background checks, reference checks, offer letters, and company approval
- Handled special projects in addition to general administrative duties

*WestEd of San Francisco*

*730 Harrison Street, San Francisco, CA*

- Assisted in general clerical duties including: assembling production binders, scanning, copying, heavy mailing, and data entry

*Plum District of San Francisco*

*77 Stillman Street, San Francisco, CA*

- Assisted customer service department by answering consumer related issues and feedback via email, and alleviated overall workload

### Service Support Coordinator

**Aug. 2011 – Oct. 2011**

*Service Source of San Francisco*

*634 2<sup>nd</sup> Street, San Francisco, CA*

- Generated and dispatched contracts for Hitachi Data System sales
- Researched and verified data pertaining to stated contracts through use of various CRM software which include: Oracle, Clarify, Insight, Install Base, and License Management Software (LKMS)

### Housing Support Clerk

**May 2011 – July 2011**

*Consumer Credit Counseling Services*

*595 Market Street #1500, San Francisco, CA*

- Contacted referrals provided by mortgage investing company and lenders by phone
- Scheduling referred clients to counseling sessions with housing specialist
- Various extracurricular administration duties including mailing and appointment confirmations

## Education

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*National Holistic Institute Emeryville*

**Graduated April 2016**

- 900 Hour Course Completion Certification

*California State University of East Bay*

**Graduated June 2010**

- BA in Mass Communication with Advertising/Public Relations Minor