Sandy Luo

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**EDUCATION**

University of California, Berkeley (2013-2017) Environmental Science

**RELEVANT WORK EXPERIENCE**

**Research Assistant,**  Green Chemistry Lab Development, Berkeley, CA (June 2014- May 2016)

* Filmed and recorded drop counter tutorial video for general chemistry course
* Tested Optical Fiber for Spectro-VIS Light Inquiry Lab
* Synthesized Stereo-selective Warfarin and tested procedure
* Performed Thin Layer Chromatography on Thyme Leaves extraction Lab
* Tested Acids & Bases in the Environment Titration labs

**Lab Assistant,** UCSF Mission Bay –Apex Life Sciences - Sandler Neuroscience Institute (February 2019 –June 2019)

* Manage inventory and stocking of two research laboratories
* Autoclave and organize distribution of waste orders
* Prepare agar and liquid media plates, make buffer solutions and dilutions
* Receive incoming packages and distribute mail to students

**Operations Assistant,** Executive Specialties – Los Angeles, CA (January 2020 –February 2021)

* Manage Quickbooks and Bookkeeping tasks for all business needs
* Assisted with restocked and inventory of all products at local car dealerships
* Traveled to various shops to replenish stock inventory and helped with upkeeping space
* Organized and ran multiple errands to assist in operations

**Practice Coordinator,** UCSF Mission Bay- MGA Healthcare (October 2018-January 2019)

* Gained proficiency in APEX scheduling and registration system
* Scanned authorizations and referrals to route to medical records department
* Answered phone calls regarding patient request for records and appointment scheduling

Faxed, filed, and routed documentation within system of records

**OTHER WORK EXPERIENCE**

**Membership Assistant,** UC Botanical Garden (August 2014- May 2016)

* Processed daily membership renewals and reconciliations
* Learned and operated Altru program to input data into database
* Utilized Excel and Word to record data and write acknowledgement letters
* Answered telephone calls and voicemail messages

**Waitress ,** Vcafe, Berkeley, CA (Jan 2017-September 2018)

* Took orders through a POS computer system
* Consolidated menu items and coordinated with kitchen staff to send out to customers and ensured quality food service
* Managed front counter duties, restocked condiments, answered telephone calls
* Swept, mopped, cleaned tables and dining area after closing

**Hostess –** Red Robin Restaurant, West Covina, CA (June 2021 – November 2021)

* Greeted and welcomed customers to the restaurant
* Entered party number and guest accommodations into POS system
* Seated and helped customers with table and service
* Swept, mopped, cleaned tables and dining area after closing