

# Henry Li

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## Skills

Customer Service, Communication, Organization, Time Management, Microsoft Office, Problem Solving, Adaptability, Project Management, Detail Oriented, Problem Solving, Data Entry, Multitasking.

## Experience

Sep 2022 - Current

**Diokson Medical Corp , San Francisco** – *Front Desk Administrator*

- Managed greeting of patients, faxes, phone calls and timely responses to emails
- Operated OPM medical software to handle scheduling of patients and recording patient demographics
- Prepared company payments through google sheets and created monthly earnings reports

Mar 2019 - Aug 2019

**Academy of Art , San Francisco** – *Front Desk Receptionist*

- Responsible for greeting or directing guests and students as well as keeping the facility clear of any unwelcome guest
- Input daily shift events and logged key checkouts in google sheets
- Provided access to the facility for students and made sure the facility was clear at closing

Aug 2017 - Jan 2019

**Pinkberry, San Francisco** – *Shift Lead*

- Managed daily transactions with customers and input daily sales total into Macy's database
- Handled preparation of food for customers, restocking, and sanitation of equipment
- Oversaw new incoming employees and made sure they were up to speed when the manager was not present

## Education

Sep 2019 - June 2021

**UC Santa Cruz, Santa Cruz** – *B.S. Cognitive Science*

## Languages

English, Cantonese