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|  | Yeng k. VUe  7409 Brunswick Ave N, MN 55443 | yengkong47@gmail.com | (651)-352-8783 |
| Objective | Advance in the work of a business and improve the day-to-day work of a business through a full-time, part-time or temporary position. |
| Skills & Abilities | Microsoft word, Access, PowerPoint, Excel, Publisher, medical terminology, health industry knowledge, medical transcriptionist, printing, customer service, computer proficient, telephone, emailing, high call volume, inbound, outbound calls, photocopying, printing, organizing and scheduling, handling inquiries and incoming work requests/projects, record keeping, data-entry, efficient worker, independent and interdependent, adaptability and quick skill-set learner. |
| Experience | **Front Desk Administration Coordinator -** Minneapolis, MNNational Marrow Donor Program June 22, 2015 – June 29, 2015 temporary position (2 weeks)    **Office Clerical Assistant** Salvation Army Division Headquarter - Roseville, MN December 31, 2015 – January 8, 2016 temporary position (2 weeks) **Customer Service Representative -** Mendota Heights, MNAPAc Customer Service Inc. October 2013 – June 2014 full-time (9 months) **Customer Service Representative -** Vadnais Heights, MNWal-mart stores Inc. - Vadnais Heights, MN April 2013 – Sep 2013 full-time (6 months) |
| Education | **Medical Office Management Professionals (AAS)** – Saint Paul, MN Saint Paul Technical Community College  August 2014 – December 2016 (2 years) **High School Diploma** – Saint Paul, MNHarding Senior High School September 2009 – June 2013 (4 years) |
| Certification and Degree | **Medical Office Management Professionals (AAS)**Saint Paul CollegeAugust 2014 – December 2016 (2 years)**Medical Office Management Certification**Saint Paul College Received: June 2015 |