

Lisa T. Le

Lisa.Le1127@gmail.com | (303)-999-6163
7467 W Layton Way, Littleton, CO 80123

EDUCATION

Community College of Denver

Associates of Science Degree, Biology Major

University of Colorado Denver

Bachelor's of Science Degree, Biology Major

WORK EXPERIENCE

Ruby Nails - Receptionist/Manager: *September 2017 - Present*

- Excelled in a customer service driven environment
- Upheld ethical codes when dealing with sensitive financial information
- Sanitized, sterilized, and packaged tools following the Code of Colorado Regulations and Barbicide instructions
- Answered incoming calls to schedule and accommodate customer requests, and resolve any problems or issues
- Scheduled employees and plan accordingly around their schedules and requests

Columbine Nails & Spa - Receptionist: *April 2016 - December 2018*

- Performed basic transitions and computations
- Translated and communicated effectively between co-workers and customers when needed

IFish + Ramen - Server/Waitress: *March 2015- May 2016*

- Worked in a fast-paced environment where exceptional customer service is required
- Adapted and multitasked to various situations and executed services and requests in a timely manner
- Communicated effectively to co-workers when individuals have dietary restrictions, allergies, or concerns

IPHO - Busser & Hostess: *July 2014 - March 2015*

- Adapted to translate English to Vietnamese and communicate effectively with the backhouse
- Followed state health and safety codes for food service and cleaning procedures
- Multitasked with preparing to-go orders and seating customers

Super Nails - Receptionist: *May 2010 - June 2014 (Seasonal)*

- Sanitized and prep work areas following the Code of Minnesota Regulations
- Worked independently performing side work related tasks

HIGHLIGHTED EDUCATION

French ~ six years

Medical Imaging Courses:

- Intro to Diagnostic Medical Sonography
- Multiplanar Sectional Imaging

LANGUAGES

Vietnamese - Fluent

English -Native

HARD SKILLS

Microsoft Office

Biology Labs (3 semesters)

SOFT SKILLS

Time management

Patient

Detail-oriented

Adaptability & Flexibility

REFERENCES AVAILABLE UPON REQUEST