

Hiumathy Lam

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Summary

Driven and self motivated professional, equipped with excellent sales skills and work ethic; superior customer service skills; possesses strong sense of responsibility and leadership with commendable track record of dependability, able to handle multiple projects and meet deadlines under pressure.

Experience

Science Instructor at Mad Science Group Inc.

August 2014 - January 2015 (6 months)

- Combine challenge and fun to create a stimulating environment.
- Applying a variety of methods to fulfill the needs of diverse abilities and circumstances.
- Create a safe, comfortable, and fun atmosphere for children from the age of 5 to 11 years.
- Setting up camps as well as cleaning after class
- Demonstrate patience and understanding while managing difficult children.
- Pick up and check inventory to maximize learning experience.

Clerical at Claim Adjustment Specialists

July 2013 - February 2014 (8 months)

- Put together source data for computer entry by collecting and organizing information.
- Ensure all data is accurately and quickly entered.
- Maintains customer confidence and secures data by keeping information confidential.
- Enter customer and account data by inputting alphabetic and numeric information through a 10-key numeric keyboard.
- Update and correct any and all inaccuracies in the database.
- Exhibit accurate and timely entry of all patient registration information.
- Courteous in accepting other job duties as assigned.

Education

The University of Texas at Arlington

Bachelor's degree, Computer Science, 2014 - 2017

Activities and Societies: Engineering Student Council, Society of Asian Scientists and Engineers

Dallas County Community College

Associate's degree, Computer Science, 2012 - 2014

Organizations

University of Texas at Arlington Engineering Student Council

Public Relations

April 2015 to Present

University of Texas at Arlington Society of Asian Scientists and Engineers

Events Coordinator

April 2016 to Present

Projects

UTA Engineer Week

Engineering Gala

Motivational Leadership Video