**Education**  
University of Massachusetts Boston, Boston, MA December 2018  
Bachelor of Science: Biology

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| **Maxim Pharmacy**  Pharmacy Technician   * Prepare medications: intake, mix the medication, count pills, label and give instructions * Liaison between public and health providers: confirming dose/direction change, verify instruction, set up consultations.   **Dream Vision Eye Care, LLC.**  Doctor’s Assistant   * Perform administrative duties includes: answering phone calls; greeting patients; updating and filling patients’ medical records, insurance form; handling correspondence; scheduling appointments, arranging for special service admission. * Perform clinical duties: taking medical histories, preparing patient for examination, ordering glasses.   **The Boston Tax Help Coalition, Boston, MA**  Operations Manager Assistant   * Assist with the development and management of VITA contracts and invoicing * Communicate with tax sites regarding tax law updates and other communications * Assist with management tax site reviews, VITA trainings * Verify volunteer hours with site coordinators via registration system * Manage hotline and answer questions | August 2017 – present  July 2015 – present  October 2014 – May2015 |
| **The Vietnamese American Initiatives for Development, Dorchester, MA**  Office Assistant   * Assisted staff accountant with creating invoices and scheduling reimbursements * Organized and maintained contacts database based in Excel and other contact management resources. | June 2013 – May 2014 |

**Other Experience**

**Other Professional Skills and Languages**  
Computer: Proficient with Microsoft Word, Excel  
Language: Fluent in Vietnamese

Comfortable working with patient and confidential medical information

**Community Involvement**  
**Marty J. Walsh for Boston Mayor Campaign** June 2013   
Volunteer

**Massachusetts General Hospital**  September 2015  
Pediatrics Oncology – Chemo Infusion  
Hospitality Volunteer