

# Esther Huynh

Sioux Center, IA

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## Work Experience

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### **Receptionist**

Mai Tran DDS - Westminster, CA

August 2020 to August 2021

- Managing patient information and appointments
- In charge of billing and communicating with respective insurance providers

### **Receptionist, Website creator, Private Tutor**

A+ Educational Institute and Tutoring Center - Westminster, CA

2019 to 2020

Arranged students' class schedules

- Received and logged payments
- Created official website
- Managed classroom supplies

Tutored students of various ages in mathematics

## Education

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### **Bachelor's in Data Science**

Dordt College

August 2021 to Present

### **Associate's degree in Mathematics**

Cypress College

January 2020 to August 2021

### **High School Diploma**

La Quinta High School

2016 to 2019

## Skills

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- Microsoft
- Microsoft Word
- Bilingual
- Microsoft Excel
- Receptionist (1 year)

- Scheduling
- Tutoring (2 years)
- Python
- Machine Learning

## Assessments

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### **Microsoft Word — Expert**

November 2019

Knowledge of various Microsoft Word features, functions, and techniques.

Full results: [Expert](#)

### **Receptionist — Highly Proficient**

November 2019

Using basic scheduling, attention to detail, and organizational skills in an office setting.

Full results: [Highly Proficient](#)

### **Reliability — Familiar**

December 2019

Tendency to be dependable and come to work

Full results: [Familiar](#)

Indeed Assessments provides skills tests that are not indicative of a license or certification, or continued development in any professional field.