

# Benny Le

Linkedin.com/in/benny-le | benny.le890@gmail.com | (704) 433-2376

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## **EDUCATION:**

**The University of North Carolina at Charlotte**, Charlotte, NC May 2020  
*Bachelor of Science in Exercise Science, Biology Minor*  
GPA: 3.7/4.0, *Magna Cum Laude*

**The University of North Carolina at Charlotte**, Charlotte, NC May 2020  
*Full Stack Developer Coding Bootcamp*

## **PROFESSIONAL EXPERIENCE:**

***Emergency Department Technician/Administrative Assistant*** September 2020 - Present

Atrium Health Main Emergency Department (Level 1 Trauma Center) - Charlotte, NC

- Supervise over 200 team member portfolios, including maintenance of licensing and credentials records.
- Primary trainer and preceptor for new team members, provided feedback and strategies on improving performance and competency.
- Obtains vitals, laboratory blood draws, and EKGs as Trauma Technician under the supervision of a medical provider.
- Performs as a secretary for medical providers, serving as primary communication for the internal team for over 30 teammates each shift.

***Certified Nursing Assistant I/Health Care Technician*** September 2019 - September 2020

Atrium Health Mercy (5 North) - Charlotte, NC

- Worked directly with patients assisting with Activities of Daily Living (i.e. eating, dressing, and ambulating.)
- Accurately documented and reported on patient stability to designated registered nurse.
- Monitored patient stability routinely by performing vitals and communicating with other team members.
- Created a comfortable environment between patient and clerical staff, ensuring the safety of patient and family.

***Server/Hostess*** May 2019 - September 2019

Pho at Noda - Charlotte, NC

- Dedicated to ensuring customer satisfaction through effective communication and accessibility.
- Multitasked while maintaining professional and courteous behavior in a fast-paced environment.
- Ran and utilized POS, entering 80+ orders and daily reports with zero errors per shift.

***Receptionist/Nail Technician*** June 2015 - September 2019

Citi Nails & Spa - Salisbury, NC

- Provided nail and hand services to over 30+ clients in a calm, soothing environment daily.
- Maintained and ordered new inventory weekly for 15+ employees.
- Recorded and contacted clients regarding their appointments through calling and email.

## **SKILLS:**

Front-End Skills: HTML, CSS - Javascript - React - Databases: MongoDB - MySQL - GraphQL - Excellent Interpersonal Skills - Team management - Networking - Native Vietnamese Fluency - Emotional Intelligence - EPIC Systems - Basic Life Support Instructor (American Heart Association) - Critical Thinking - Leadership - Problem-solving - Adaptability - Conflict Resolution