

Diana Tran
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EDUCATION

The University of Texas at Austin, Austin, TX
Bachelors of Science and Arts in Biology
Minor: Business

Expected May 2020

WORK EXPERIENCE

Alliance Medical Center, Houston, TX

Most summers since 2013

Medical assistant

- Data entry
- Taking patient's vitals (blood pressure, height, weight, temperature), administer injections, run EKG's, administer blood sugar test, analyze urine

Pak Family Eye Care, Austin, TX

June 2018- January 2020

Optometric technician

- Maintain the front desk and check patients in
- Run preliminary tests on patients before seeing the doctor; verify insurances; set up appointments; check patients out and finalized billing

ACTIVITIES AND LEADERSHIP

Kappa Phi Lambda, Austin, TX

April 2017- Present

Choreography Chair, Social Chair, Formals Chair, Vice President Internal, Active member

- Choreographed dances for showcases and hosted practices
- Planned and executed social events with various organizations
- Planned and executed spring formals banquet
- Oversaw minor board members as VP on executive board

Vietnamese Student Association, Austin, TX

August 2017- Present

Active member

- Raised awareness of Vietnamese culture across campus

Texas Asian Panhellenic Council, Austin, TX

January 2018- May 2018

Judicial Board Member

- Attend bi-weekly meetings
- Responsible for voting on severity of constitution infractions and for voting on amendments to constitution

Vacation Bible School, Houston, TX

Most Summers since 2011- present

Student Leader, Helper at Second Baptist Church- Woodway

- Teach, lead 15-25 children in lessons
- Responsible for overall room and administrative tasks (including sign-in/out, attendance, etc)

Shadowing Experience, Tomball, TX

January 8th-12th, 2018

Dr. Peter Pham, M.D. Aphado Eye Care

- Shadowed Dr. Pham in his procedures (which include: diagnostics, annual check-ups)
- Gained understanding of how to calibrate/ operate phoropter and non- contact tonometer

HOBBIES

Attending concerts, Cooking and Baking, Embroidery, Painting, Reading