



# DIANA SEUNG

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📍 Anaheim, CA

## WORK EXPERIENCE

### ANIMAID PET HOSPITAL

Stanton, CA  
2015 - CURRENT

### VETERINARY RECEPTIONIST / ASSISTANT

Checked in clients, including obtaining and logging vitals and patient case info. Scheduled and managed appointments in person or by telephone. Prepared billing invoices, and processed payment. Handled incoming and outgoing mail, correspondence and documentation. Designed and generated relevant consent forms, medical forms and documentations. Sent and requested medical records via fax and email. Provided customer care and service to resolve conflicts. Provided patient care info and educated owners. Communicated closely with staff regarding patient status and care. Assisted in handling and restraint of patient for treatment and diagnostics. Prepared and tagged outgoing diagnostic samples to external lab. Managed inventory of pharmaceutical, product and office supplies. Conducted training for transition from paper-based system to digital system. Track daily sales and report. Designed and developed business site and logo.  
Experienced with Shepherd (cloud-based veterinary software).

### BEYOND FURNITURE

La Habra, CA  
2016 - 2018

### WEB DESIGNER / BRAND DESIGNER / CONTENT POPULATION

Proposed and developed brand identity and website design, including site look and logo, for the needs of a furniture company. Procured, curated and edited high quality images from various furniture brands for an online gallery. Compiled, organized and uploaded relevant content for new website. Maintained site for current coding, information and content.

### CRAFT IN AMERICA

Los Angeles, CA  
2014 - 2015

### ASST. WEB DEVELOPER / CONTENT POPULATION

Proposed and implemented new website redesign, including new content architecture, navigation scheme and new stylecode. Assisted in development of front and backend custom template and widget code for the Wordpress-platform. Used HTML, CSS, JavaScript, JQuery and PHP. Compiled, organized and uploaded content for new website.

### AQUA SD

San Diego, CA  
2009 - 2010

### WEB DESIGNER / BRAND DESIGNER

Proposed and designed website design, including site look and logo using HTML, CSS and Adobe creative suite. Designed brand logo for print, banner and web use.

### UCSD HEALTH

La Jolla, CA / Hillcrest, CA  
2007 - 2008

### UCSD EMERGENCY ROOM RESEARCH ASSOCIATE (Faculty-Mentor Program Medical Research Internship)

Coordinated with medical staff to collect patient data. Monitored patient intake history to identify qualifying patients for research. Conducted patient research according to ongoing studies. Proposed a study for new research in spacer usage in asthmatic patients. Designed forms and survey questions for data collection.

## EDUCATION

### Bachelor of Science, Biology '13

University of California, San Diego  
La Jolla, CA

### LANGUAGES

Korean (Fluent)  
English (Primary)

### PERSONAL QUALIFICATIONS

Excellent attention to detail  
Great multi-tasking ability  
Strong technology aptitude  
Highly motivated to learn

### RELEVANT SKILLS

Data Entry (90+ WPM)  
MS Office (Excel/Word)  
Google Sheets/Docs/Forms  
Scheduling & Bookkeeping  
Inventory Management  
Multi-line Phone Usage

### ADDITIONAL SKILLS

Adobe Creative Suite  
HTML/CSS  
Veterinary/Medical Terminology  
Medical Record Maintenance