

Trang Nguyen

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Resume

Profile

Detail-oriented professional with over 3 years of laboratory production experience, skilled in machine operation, quality control, and documentation, be able to collaborate in fast-paced team environments.

Work Experience

Doordash

Food Delivery Driver (July 2017-present)

- Delivered food and goods to customers efficiently, provided excellent customers service.
- Ensured timely and accurate delivery of orders, maintained food quality.

West Coast Cure, Irvine, CA

Accountant – Entry Level (Accounts Payable) | Sep 2023 – Aug 2024

- Entered and processed data accurately in SAP-based systems.
- Maintained detailed records and reconciled transactions to ensure accuracy.
- Supported month-end closing processes with attention to deadlines.

Alere Toxicology – Branan Medical Corp, Irvine, CA

Lab Technician | Jun 2014 – Apr 2017

- Operated production machinery to prepare diagnostic test strips and applied chemical solutions with precision.
- Conducted in-process and final quality inspections to ensure compliance with product specifications.
- Maintained accurate records of testing samples following GDP standards.
- Worked collaboratively with teammates to meet daily production targets.
- Maintained a clean and safe laboratory environment in line with company procedures.

Education

Golden West College | 2017 – May 2020

AA Degree in Business Administration

Skills

- Semi-automated and manual production line operation
- In-process and final quality inspection
- Good Documentation Practices (GDP)

- SAP Inventory transactions and data entry
- Team collaboration in fast-paced environments
- Microsoft Office (Word, Excel, PowerPoint, SQL, Power BI, Power Query)

Languages

English

Vietnamese