

**EDUCATION****University of California, Irvine**

June 2016

Bachelor of Science, Biological Sciences

GPA: 3.33

**WORK EXPERIENCE****Medical Assistant at Ophthalmology Office (Jayne Ge, MD)**

June 2018 – Current

- Handle front office duties, which includes verifying medical and vision insurances, authorizing tests for pre-tests and surgeries, answering phone calls, scheduling appointments, and checking patients in and out of the office
- Handle back office duties, which includes rooming patients, reviewing oral and eye medications, and testing patient's visual acuity
- Perform pretests such as testing the visual field, capturing images of retina using OCT, and dilating patients' eyes

**Optometric Assistant at Optometry Office (Phuong Le, OD)**

June 2018 – August 2018

- Handle front office duties, which includes verifying vision benefits, preparing patient charts, updating inventory, and ordering patient's glasses
- Handle back office duties, which includes performing pre-tests such as performing auto refraction, measuring pupillary distances and capturing Optomap images

**Medical Assistant at Internal Medicine Office (Rena Ahuja, MD)**

Aug 2016 – Nov 2017

- Handled front office duties, which includes scheduling appointments, confirming medications with pharmacy, checking insurance, checking patient in and out of the office, updating medical records and organizing charts, skimming through lab results
- Handled back office duties, which includes rooming patients, taking vitals and medical history, confirming medications with patients, giving B12 shots, run urine dip tests, send throat cultures, and performing EKGs and ear lavages

**LEADERSHIP EXPERIENCE****COPE Executive Team at St. Mary's Medical Center, CA****Assistant Director of Administration**

May 2017 – September 2019

- Oversee Administrative Coordinators of Leadership Team in maintaining Health Scholar records by requesting weekly updates, assigning tasks such as file audits and input incoming records, and making sure deadlines are met
- Assist with Health scholar orientation, interviews, and clearance appointments
- Prepare incoming Health Scholars to be properly trained before interning at the hospital

**COPE Leadership Team at St. Mary's Medical Center, CA****Administrative Coordinator**

May 2016 – September 2019

- Handle and organize sensitive Health Scholar documents on a regular basis. Tasks include inputting records from incoming Health Scholars onto online database, auditing files rotationally and preparing folders for upcoming clearance appointments

**VOLUNTEER EXPERIENCE****Make-A-Wish Volunteer at Orange County and Inland Empire**

April 2019 – Current

- Participate in one of the chapters of the Make-A-Wish Foundation by raising funds and bringing awareness to foundation's mission, which is to provide a wish to children with critical illnesses
- Assist with local community events such as the soft-opening of Potbelly Sandwich Shop and the Orange County Triathlon

**Helping the Homeless**

June 2018 - Current

- Attend a various events that involve assisting the homeless such as providing meals and distributing donated items
- Events include Clothing the Homeless and Mary's Kitchen

**COPE Health Scholar Intern at St. Mary Medical Center**

May 2015 – September 2019

- Tend to the needs of patients to ensure that they are comfortable during their stay at the hospital. Tasks include making the bed, readjusting patient bed positions, feeding and cleaning patients
- Assist nurses by answering phone calls, making packets and preparing rooms for incoming patients
- Rotate departments every three months. Departments include Telemetry, Family Clinic, Postpartum, Labor and Delivery, Rehabilitation and Surgical Telemetry, Pediatrics Clinic, Antenatal Clinic, and Intensive Care Unit