

Amy Sun

Looking for Virtual Assistant opportunities

San Gabriel, CA 91775

amysun53_h9o@indeedemail.com

9497748192

BS degree in Biological Sciences with 10+ years of administrative experience.

Responsible, organized and detail-oriented.

Learn fast and adapt quickly and efficiently.

A team player. Can work on my own or in a group.

- Proficient in use of Microsoft Office PowerPoint, Excel, Word, and Access

(Typing: 65 wpm).

- Familiar with PC and Mac systems.
- Experience with Google Docs, cloud services, and social media tools.
- Fluent in Mandarin, conversant with Taiwanese and Cantonese.

#readytowork

Willing to relocate: Anywhere

Authorized to work in the US for any employer

Work Experience

Oral English Teacher

Kathy English - Shenyang

September 2012 to March 2016

- Prepared lesson plans and teaching materials before each class.
- Taught oral English to kindergarten children, elementary school students, and junior high school students via different activities and games.

Executive Secretary Assistant / Data Entry

Evangelical Formosan Church of Los Angeles - El Monte, CA

May 2005 to August 2012

- Data-entry for check offering receipts via programmed Microsoft Access.
- Accounting work to double check if the amount of check offering is correct.
- Provide end-of-year check offering summary and receipts.
- File, copy, print, and organize documents.

Doctor's Office Assistant

Dr. Pai-Hsiang Chen Inc - Arcadia, CA

November 2011 to June 2012

- Take patients' blood pressure and weight upon arrival, and ask the reasons for visit.
- Submit medical claim forms, update patient files, and keep medical records and hospital logs.

- Call in prescriptions to pharmacies.
- Answer phones, schedule appointments, greet patients, sort mail and fax.
- File, copy, fax, and organize documents.

Client Service Associate

Bank of America Merrill Lynch - Newport Beach, CA

May 2011 to July 2011

- Provide client service support in:
 1. responding to client inquiries on account documentation, account balances, account activity, statement information, securities transfers, security information, general product and/or service information.
 2. Research and initiate corrections to transaction and/or account errors.

- Provide sales support to FAs and/or Management by:

1. Obtaining new account documentation, maintaining existing accounts through excellent client service, creating and maintaining client files.
2. Initiating client contact via phone/meetings as needed to support FAs.
3. Handling any documentation, presentation preparation, mailings, as required.
4. Review client portfolios for all updates.
5. Respond to queries and facilitate resolution of problems raised by the clients.

- Provide coverage for other CSOs and office staff as needed.
- Remain current on Products, Services and the Firm's System Applications.

Administrative Assistant II

Bank of America Merrill Lynch - Pasadena, CA

October 2010 to May 2011

Oct 2010 - May 2011 (8 months)

- Reviewed drafts and finished documents and edited for grammar usage and style.
- Prepared presentation materials, scheduled travel accommodations, and ordered supplies.
- Answered phone calls, greeted clients, and transferred calls.
- Filed, copied, efaxed, scanned, mailed, and organized documents.

Microbiologist

Sterling Pacific Meat Company - Commerce, CA

July 2010 to October 2010

- Conducted microbiological tests for E. coli 0157 on meat and poultry.
- Made pathogen enrichments and analyzed using lateral flow method (12-Hour VIP Method with mEHEC Media).
- Monitored environment of the plant machinery and employees via environmental swabbing and analyzed with TPC and CEC plates.
- Wrote lab protocols and kept up-to-date.
- Maintained lab supplies and ordered necessary supplies.
- Maintained a weekly inventory, and kept up-to-date records of testing logs and reports.
- Communicated weekly results to customers (finished product reports and incoming raw material receiving reports for fresh and frozen products).

- Produced certificate of analysis for all incoming sample material as well as trimmings produced on site.
- Calibrated and monitored laboratory equipment.
- Sterilized water and testing utensils.
- Tested for E.coli with BAX system (rt-PCR method).
- Trained and supervised newly-hired personnels.

Color Lab Assistant

Masco Architectural Coatings Group - Behr Process Corporation - Santa Ana, CA

July 2009 to January 2010

- Used XRite spectrophotometers / software to perform color matching, documentation, and hiding evaluation.
- Performed color work from the initial color match, through the drying, evaluation, recording of the data, correction, adjustment, re-application, re-drying, re-evaluation, recording, and approval of the final color.
- Supported the Disney Expo in Anaheim, CA in Sep. 2009.
- Attended and participated in all of the weekly safety talks.

Education

Bachelor of Medicine and Bachelor of Surgery in Clinical Medicine

China Medical University - Shenyang

2012 to 2017

Bachelor of Sciences in Biological Sciences - Biotechnology and Molecular Biology

California State University-Fullerton - Fullerton, CA

2007 to 2010

Skills

- Mac & PC platforms
- Problem Solving
- Analysis
- Events Organisation
- Teamwork
- Event Planning
- Customer Service
- Microsoft Word
- Microsoft Powerpoint
- Microsoft Office
- Mandarin
- Laboratory Procedures
- Spectrophotometer
- Chromatography
- Research & Development
- Physiology Knowledge

- Microbiology
- Anatomy Knowledge
- Calibration
- Aseptic Technique
- Laboratory Experience
- Spectroscopy
- Cantonese
- Writing Skills
- Quality Control
- Molecular Biology
- Medical Records
- Excel
- Project Management
- Event Planning
- Events Management
- Translation
- Interpretation
- Administrative Experience
- Administrative Support
- Administrative Assistant
- Time Management
- Scheduling
- Customer Service
- ELISA
- Microscopy
- High-Performance Liquid Chromatography
- Laboratory Management
- Leadership Experience
- Communications

Links

<http://linkedin.com/in/amycsun>

Assessments

Administrative Support — Expert

April 2020

Using basic scheduling and organizational skills in an office setting.

Full results: <https://share.indeedassessments.com/attempts/cf8806c8ca685c6c47787b3adb5a9b2beed53dc074545cb7>

Data Entry Clerk — Expert

April 2020

Maintaining data integrity by detecting errors.

Full results: <https://share.indeedassessments.com/attemptsa8d715e043aa0bcd6afa413d59678c96eed53dc074545cb7>

Typing — Expert

April 2020

Transcribing text using a standard keyboard.

Full results: <https://share.indeedassessments.com/attemptscbc368f6431713a42e868084f8811fcbeed53dc074545cb7>

Attention to Detail — Expert

April 2020

Identifying differences in materials, following instructions, and detecting details among distracting information.

Full results: <https://share.indeedassessments.com/attemptsc366593cd9ea7ca1f91a5eb97ffc061c7eed53dc074545cb7>

Attention to Detail — Expert

May 2020

Identifying differences in materials, following instructions, and detecting details among distracting information.

Full results: https://share.indeedassessments.com/share_to_profile/c1d703b4d1b38eb1cab27f018e6c92f0eed53dc074545cb7

Data Entry Clerk — Expert

April 2020

Maintaining data integrity by detecting errors.

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Typing — Expert

April 2020

Transcribing text using a standard keyboard.

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Administrative Support — Expert

April 2020

Using basic scheduling and organizational skills in an office setting.

Full results: <https://share.indeedassessments.com/attemptscf8806c8ca685c6c47787b3adb5a9b2beed53dc074545cb7>

Scheduling — Expert

May 2020

Cross-referencing agendas and itineraries to avoid scheduling conflicts.

Full results: <https://share.indeedassessments.com/attempts/df7b9974f4aae07a4f34cef0a30f8a50eed53dc074545cb7>

Following Directions — Expert

May 2020

Following multi-step instructions.

Full results: <https://share.indeedassessments.com/attempts/828e5234f04c76b1942562107b07050eed53dc074545cb7>

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