# KATHY PHAN

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#### PROFILE

*Driven student with the ability to succeed in multiple work and academic environments. Highly organized and easily adaptable team player. An ambitious future MIS graduate wanting to gain experiences through internship opportunities.*

#### EDUCATION

##### University of Oklahoma, Norman, OK Expected Graduation December 2024

*Bachelor of Business Administration*

Major: Management Information System

**GPA: 3.87**

#### EXPERIENCE

##### Accident Care and Treatment Center, Inc., Oklahoma City, OK Summer 2020

*File Clerk*

* Efficiently organized patient files and medical records into their rightful collection
* Record appropriate and legitimate into the correct database
* Distribute patient records to superiors and supervisor

#### LEADERSHIP

##### Phi Delta Alpha Sorority, Inc. Fall 2022 – Spring 2023

*Treasurer*

* Facilitated proficient ways to maintain stable organization finance
* Cooperated with other officers to accommodate events budget
* Secured fundings from individuals and external organizations

#### HONORS AND ACTIVITIES

University of Oklahoma President’s Honor Roll University College Dean’s Honor Roll Member, Phi Delta Alpha Sorority, Inc. Volunteer, OU Big Event

#### SKILLS

Proficient in Vietnamese Organizational Skills Teamwork and Collaboration Adaptable and Open-minded