

# Tina Pham

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## EDUCATION

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### The University of Texas at Dallas

Richardson, TX

*Bachelor of Science, Biological Sciences*

August 2020

### Collin Community College

Plano, TX

*Associate Degree in Science*

May 2017

## WORK EXPERIENCE

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### ProPath

Dallas, TX

*Lab Assistant I*

August 2020 – Present

- Accurately accession over 100 pap smear and 30 clinical specimen orders per day and into a variety of computer software such as Harvest or CoPath Live.
- Daily process hundreds of pap smear specimen while following standard operating procedures and submit patients' specimen for analysis.
- Coordinate with medical staff in more than 10 departments to edit and prioritize tests, relay up to date status by means of MS Outlook and ensure that staff receive accurate and timely information.

### Lionheart Children's Academy

Plano, TX

*Day Care Teacher*

May 2017 – August 2020

- Collaborate with lead teacher in creation of teaching plan and execute activities to exercise reading and mathematics skills.
- Foster a nurturing and fun learning environment for students by leading storytelling and lesson activities.
- Operate classroom of up to 18 students with kids ranging from 2 to 5 years old while complying with all childcare licensing standards.

### Cherish Home Health Care

Richardson, TX

*Front Desk Administrator*

May 2015 – August 2020

- Coordinate with health care providers and insurance companies to provide care for over 800 patients.
- Maintain and monitor medical supplies, patients' documents, durable medical equipment, and other accessories.
- Develop safety protocols to prevent introduction of COVID-19 between patients and home health aides.

## TECHNICAL SKILLS

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- Data Entry
  - Proficient with Microsoft Word, Excel, PowerPoint, Photoshop, Google Drive, Windows, and Mac OS
  - Advanced Vietnamese

## LABORATORY SKILLS

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- Reprocess
  - Lyse
  - Aliquoting
  - Dilution