

HUYNH NGUYEN (CLAIRE)

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PROFESSIONAL SKILLS PROFILE

A hard-working pre-medical student from Georgia State University recognized as a highly qualified Medical Assistant student. Skilled in customer service with 2-year experience, planning, and email management, as well as verbal and written communication in both English and Vietnamese. Seeking an internship position that will allow me to display my skills that I obtained during my educational training, as well as further expand my medical knowledge.

EDUCATIONAL EXPERIENCE

- **A.S. IN BIOLOGY, GEORGIA STATE UNIVERSITY (2020 – Present)**
 - 4.0 GPA
 - Named to Fall 2020, Spring 2021, Summer 2021 President's List.
 - Secretary of Decatur Psych Club.
- **PHLEBOTOMIST, EKG TECH, MEDICAL ASSISTANT (NATIONAL HEALTHCARE ASSOCIATION CERTIFICATIONS PENDING)**
 - Profound knowledge and NHA certification pending in phlebotomy (30 sticks performed).
 - Train to collect blood using capillary, multi-draw, and winged infusion method.
 - Proven understanding of Order of Draw and most common tests.
 - Knowledge and ability to perform strep test, urinalysis, peripheral blood smears, writing prescriptions, and injections (including intradermal, subcutaneous, and intramuscular).
 - In-depth insight of specimen collection and processing.
 - Advance knowledge and demonstration in placing and interpreting electrocardiogram.
 - Extreme accuracy in vital signs and medication administrations.
 - Train to support core values, customer service, and the philosophy that is desired of healthcare professionals.
 - Apply knowledge regarding OSHA and CLIA guidelines, along with HIPAA standards.
- **HIGH SCHOOL DIPLOMA, PARKVIEW HIGH SCHOOL (2019-2020)**
 - Member of National Honor Society.

WORK EXPERIENCE

- **ENGLISH TO VIETNAMESE TRANSLATOR, Viet Nam X-Brain Project (2020-2021)**
 - Translating and proof-reading English self-help articles.
- **WAITRESS, Anh Restaurant (2016-2018)**
 - Maintained order efficiency and accuracy.
 - Respond to telephone inquiries, providing quality service to customers and associates inquiring about the menu and order.

SKILLS

- Organization and Time management ★★★★★
- Team Collaboration ★★★★★
- Microsoft Office ★★★★★
- Bilingual in English and Vietnamese ★★★★★