

AMANDA PHAM

CONTACT

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EDUCATION

Bachelor of Science in Nursing,
Nursing
West Coast University
2023-2025 – expected graduation date

Bachelor of Science,
General Biology
University of California, San Diego
2016-2019

Associate of Science,
General Biology
San Diego Miramar College
2013-2016

SKILLS

- Bilingual (proficient in Vietnamese and English)
- Extensive Knowledge in Biology and General Chemistry
- Efficient in Financial Planning
- Excellent Marketing Skills
- Proficient in Microsoft Office
- Data Collection and Analysis
- Strong Organizational Skills
- Extreme Attention to Detail
- Knowledgeable in Biology, General Chemistry and Physics Lab Procedures and Protocols

WORK EXPERIENCE

Medical Assistant

Pacific Liposculpture / March 2021 – present

- Preparing patients for examination and treatment, taking vitals, reviewing past medical & surgical history
- Remove sutures and or surgical drains for patients
- Circulate in the operating room when needed
- Administer COVID nasal swab tests to patients
- Responsible for relaying pre and post operative care instructions for patients
- Prepping operating room for surgery
- Preparing and administering medications, including by intramuscular, intradermal, and subcutaneous injections – as directed by a physician or other licensed provider
- Handling correspondence, billing and bookkeeping
- Facilitating efficient back office operations to ensure that we stay on schedule, and proactivity adjust our processes as needed

Medical Assistant

Skin & Vein Institute / December 2020 – April 2021

- Efficiently handles administrative duties such as answering phones, scheduling appointments, billing and bookkeeping
- Proficient in taking patient's medical history and vital signs
- Responsible for maintaining day to day practice's quality assurance and control program. Efforts were focused on compliance with HIPAA, CLIA, and OSHA regulations
- Sets up and assists physicians during surgical procedures
- Cleans and sterilizes instruments and disposes of contaminated supplies
- Provides pre and post-operative care instructions to patients

Server

Crab Hut / March 2016 – April 2020

- Proactively suggested items such as specialty cocktails, appetizers and desserts to customer, resulting in higher check averages and profits
- Promoted daily specials and seasonal dishes to customers
- Built positive rapport with customers to deliver a positive dining experience and to encourage customer return
- Managed tables effectively, ensuring prompt service, and turning tables efficiently to increase the number of covers per shift
- Kept track of daily sales, provided feedback to management on successful upselling strategies or menu adjustment that can boost profitability

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REFERENCES

Heidi Regenass

Pacific Liposculpture
Plastic Surgeon
T: 602.828.3495
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Joseph Bivens

Pacific Liposculpture
Plastic Surgeon
T: 657.688.9229
E: drjosephbivens@gmail.com

Peter Dendel

Scripps Green Hospital
Anesthesiologist
T: 858.705.7950
E: dendel.peter@scrippshealth.org

Alana Tuyorada

MEND Modern Hair Restoration
and Aesthetics
Registered Nurse
T: 408.680.4220
E: alanarae.p1.tuyorada@kp.org

EXTRACURRICULAR ACTIVITIES

- Volunteer- Feeding San Diego
 - Packed non-perishable items, and waters for multiple school districts
 - Set up and distributed care packages at various locations for families
- Volunteer- Sharp Mary Birch Hospital
 - Assisted patients to the right place
 - Checked patients/guests in and out, ensured that no unauthorized person entered
- Volunteer- UCSD Medical Center
 - Restocked crash carts and room supplies
 - Ensured that rooms were set up and sanitized thoroughly before the next patient came
 - Provided help to patients that needed things such as extra blankets, food before their meal came, walking to the restroom- as per the approval of the charge nurse
- Volunteer- MEND Modern Hair Restoration and Aesthetics
 - Made sure that the appropriate products and tools were set up in each room in order to ensure a smooth process for the nurse and patients
 - Helped manage patient flow from check in to check out

ORGANIZATIONS

UCSD Pre- Nursing Club

San Diego, CA
2017-2019