

# 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

# AMANDA PHAM

## REFERENCES

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### Heidi Regenass

Pacific Liposculpture  
Plastic Surgeon  
T: 602.828.3495  
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### Joseph Bivens

Pacific Liposculpture  
Plastic Surgeon  
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E: [drjosephbivens@gmail.com](mailto:drjosephbivens@gmail.com)

### Peter Dendel

Scripps Green Hospital  
Anesthesiologist  
T: 858.705.7950  
E: [dendel.peter@scrippshealth.org](mailto:dendel.peter@scrippshealth.org)

### Alana Tuyorada

MEND Modern Hair Restoration  
and Aesthetics  
Registered Nurse  
T: 408.680.4220  
E: [alanarae.p1.tuyorada@kp.org](mailto:alanarae.p1.tuyorada@kp.org)

## EXTRACURRICULAR ACTIVITIES

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- 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

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### UCSD Pre- Nursing Club

San Diego, CA  
2017-2019