# **HUGH TRUONG**

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### ***Objectives:*** Able to gain more clinical experiences in a healthcare administration field. I am willing to give a total support to the organization/institution that I am in, with the experiences/skills, knowledge, and capability that I have, in order to meet the organization’s goals as well as to further advance my career in this healthcare industry.

### ***Healthcare Administrative-Related Experiences:***

01/24 – 05/24 **Pulmonarius Asclepius Inc**., Fountain Valley, CA

Position: *Medical Assistant (Front/Back Office)*

* Perform clinical and administrative duties to support healthcare providers.
* Record patient information, medical history, and vital sign.
* Prepare examination rooms and ensure cleanliness and well-stocked.
* Assist with medical procedures as directed by providers.
* Partake in authorizations and insurance verification.

06/20 — 2/23 **Xpress Urgent Care**, Tustin, CA 92780

Position: *Medical Administrative Assistant (Front/Back Office)*

* Performing PCR COVID tests in-house, obtaining VS and Health History, assisting providers with in-house procedures, etc.

06/20 — 06/21 **NhanHoa Comprehensive Care Clinic**, Garden Grove, CA 92683

Position: *Administrative Medical Assistant*

* Coordinating follow-up appointments and/or hospital follow-up per healthcare providers request.
* Answering the phones to assist any inquiries from patients.
* Handling medical records requests and performing other clerical tasks as needed in the office to support healthcare providers.

01/16 — 12/18 **UC Irvine Medical Center**, Orange, CA 92868

Position: *Patience Experience Intern/Volunteer*

* Patient rounding, collecting survey data for a research project, and helping the medical staffs with the administrative tasks.
* Nursing Unit (50 hours), and Operational Room (50 hours)

***Retail-Work Experiences:***

08/23 — 02/24 **Paradise Dynasty,** Costa Mesa, CA 90630

Position: *Host / Server*

* Welcome and greet customer with professional manner.
* Provide and maintain fun, welcoming hospitality in lobby area.
* Maintain accurate, seating and dining room wait times for all guests via table management system.
* Answer phone call to help book and confirm guests’ reservations.
* Handling phone-in and in-person togo orders.

12/14 – 12/15 **Zara**, Costa Mesa, CA 90630

Position: *Sale Associate Team Member*

* Welcome and greet customer with a friendly professional manner.
* Provide and maintain welcoming and hospitality in lobby area.
* Maintaining and restocking inventory.
* Assisting customers with their inquiries related to items searching and set up for dressing room request.
* Organizing items displayed on the floor.
* Operating POS system to help check out for customers.

12/12 – 01/13 **Abercrombie & Fitch**, Santa Ana, CA 92705

Position: *Sale Associate Team Member*

* Maintaining and restocking inventory, assisting customers with their inquiries related to items searching/dressing room request, organizing items displayed on the floor, operating cash register system for check out process.

***Education:***

2016—2018**California State University, Fullerton***,* Fullerton,CA 92831

Degree: BS in Health Science

2011—2015 **Cypress College**, Cypress, CA 90630

Degree: AA in Math and Science

***Skills:*** Be computer literate with Microsoft Words, Outlook, Excel, PowerPoint

Be familiarized with the multiple EMR systems

Well-familiarized with medical terminology

Well-versed in both English and Vietnamese

***Certificates:*** Adult and Pediatric First Aid/CPR/AED

BLS

ACLS

***References***:

1. Sang Nguyen, Email: [sangnguyen@nhanhoa.org](mailto:sangnguyen@nhanhoa.org) , Tel: (714) 487-7903
2. Angela Nou, Email: [angela@xurgentcare.com](mailto:angela@xurgentcare.com), Tel: (909) 549-9403
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