

Venus Nguyen

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Authorized to work in the US for any employer

Work Experience

Medical Receptionist

Houston, TX
July 2024 to Present

Skilled in appointment scheduling, patient intake, insurance verification, and electronic health records. Strong customer

service focus with proficiency in billing and maintaining patient confidentiality. Effective communicator and team player dedicated to optimizing clinic operations and enhancing patient satisfaction.

Sever/Bartender

Seaholic Seafood and Bar-Houston, TX
January 2022 to Present

Guided patrons through menu selections, managed orders, and accommodated dietary preferences while maintaining a friendly demeanor in a fast-paced environment.

Expertly prepared and presented seafood dishes, collaborating with kitchen staff to ensure timely delivery and strict adherence to food safety standards.

Set up tables, maintained a clean dining area, and ensured guest satisfaction by promptly addressing concerns, optimizing table turnover, and enhancing the overall dining experience.

Delivering exceptional customer service and crafting a wide range of cocktails in fast-paced, high-energy environments. Adept at creating innovative and visually appealing drinks while maintaining strict adherence to recipes and quality standards. Strong multitasking skills, excellent communication, and a friendly demeanor contribute to fostering a welcoming atmosphere for patrons. Skilled in handling cash transactions, managing inventory, and ensuring bar cleanliness.

Sever/Bartender

Sushi Haya-Houston, TX
September 2022 to December 2022

Guided patrons through menu selections, managed orders, and accommodated dietary preferences while maintaining a friendly demeanor in a fast-paced environment.

Expertly prepared and presented fresh seafood dishes, collaborating with kitchen staff to ensure timely delivery and strict adherence to food safety standards.

Set up tables, maintained a clean dining area, and ensured guest satisfaction by promptly addressing concerns, optimizing table turnover, and enhancing the overall dining experience.

Front Desk Receptionist

Venetian Nail Spa-Houston, TX
December 2020 to August 2021

Managed appointments and greeted clients warmly, creating a welcoming atmosphere. Effectively coordinated schedules, ensuring smooth flow of appointments and accommodating client preferences.

Handled phone inquiries and responded to online messages promptly, providing information about services, availability, and pricing. Maintained clear and courteous communication with clients to address their needs.

Assisted with salon operations by managing inventory of products, scheduling staff shifts, and maintaining a clean and organized reception area. Supported the team in delivering exceptional customer experiences.

Shift Manager/ Barista

Barbarossa Coffee-Spring, TX
September 2020 to March 2021

Working at Barbarossa Coffee as a Barista/Shift Manager involves working the cashier, making food and all sorts of coffee drinks. Along with serving the customers which requires great customer service, a part of the job is to restock and clean and educate the customers about coffee and sell coffee beans.

Receptionist/Administrative Assistant

Women's Hospital of Texas-Houston, TX
June 2019 to August 2019

As an assistant at the Women's Hospital of Texas, some of the tasks were to answer and make phone calls, organize and deliver paperwork and other materials, assist nurses and doctors and running errands.

Education

Bachelor's in Nursing

University of Houston
August 2021 to Present

Diploma

Ischool High School - Houston, TX
August 2017 to May 2021

Associates of Science

Lonestar College - Houston, TX
January 2018 to December 2020

Skills

- Vietnamese (Native)
- Communication skills
- Fast paced learner
- Customer service

- Ability to multitask
- Clerical experience
- Phone etiquette
- Host/hostess experience
- Retail sales
- Sales support
- Barista experience
- Serving Experience
- Bartending
- POS
- Computer skills
- Medical terminology
- Medical office experience
- Patient care
- Practice management
- English
- Bilingual
- Organizational skills
- Typing
- Administrative experience
- Medical receptionist
- Office experience
- Computer literacy
- Customer service
- Phone etiquette
- Clerical experience

Languages

- Vietnamese - Fluent
- English - Fluent

Certifications and Licenses

TABC Certification

Food Handler Certification

CPR Certification

June 2024 to June 2026