

PROFESSIONAL SKILLS

- **Written & Verbal Communication:**
Professional greeting of patients and visitors; active listening; accurate task completion; maintain composure in stressful environments.
- **Administrative & Clinical Support:**
HIPAA and OSHA safety trained; medical records management; telecommunications; medical documentation; patient history intake; team scheduling and communications.
- **Customer Service:**
Deliver high-quality service in inclusive environments; address customer needs; uphold motivation and strict protocols.
- **Problem Solving:**
Effective resolution of customer inquiries or complaints; support for multitasking and quality service.
- **Leadership & Teamwork:**
Experience training new staff; collaborative teamwork; able to lift and transport heavy materials.
- **Technical Skills:**
Proficient in MS Word, Excel, Outlook, PowerPoint; familiar with Windows XP/7/10 and MS Office 2007/2010; skilled in Smartsheet.

EXPERIENCE

Lopez Finish Carpentry – Oakland, CA

Administrative/Product Manager | May 2024 – May 2025

- Managed data entry and payroll processing.
- Maintained correspondence with clients and vendors.
- Organized project documentation and business metrics for 5–10 active projects.
- Implemented backend data systems and updates.

KP1 Trucking Inc. – Fremont, CA

Dispatcher | August 2022 – April 2024

- Coordinated daily order schedules and driver dispatch.
- Maintained driver records; reviewed and verified timesheets.
- Managed data entry and payroll tasks.
- Served as client point-of-contact via email and phone.

Washington Hospital – Fremont, CA

General Dietary I | December 2020 – December 2021

- Delivered food and nutrition services to patients.
- Distributed meals with attention to sanitation and patient preferences.
- Trained new staff members.
- Developed understanding of hospital operations and administration.

KFC – Fremont, CA

Cashier/Team Member | April 2019 – December 2020

- Prepared and handled food and beverages.
 - Trained and onboard new employees.
 - Managed daily inventory and placed supply orders.
 - Processed cash transactions and generated sales reports.
-

INTERNSHIP & VOLUNTEER EXPERIENCE

Radiology Technologist Internships

- Operated diagnostic imaging equipment in compliance with quality standards.
- Prepared examination rooms and positioned patients for procedures.
- Ensured patient safety and comfort.

Alameda Hospital

Radiology Technologist Intern | July 2021 – July 2022

RadNet Samaritan

Radiology Technologist Intern | December 2020 – June 2021

RadNet Emeryville

Radiology Technologist Intern | September 2020 – December 2020

California Cardiovascular

Clinical Externship Volunteer | January 2019 – June 2019 (92.25 hours)

- Assisted with telecommunications, documentation, scheduling, inventory control, and patient measurements.

Washington Hospital

Volunteer | August 2017 – May 2019 (80 hours)

- Supported front desk operations, patient intake/discharges, and customer service.

EDUCATION

San Jose State University (SJSU)

Bachelor's degree (In Progress), Management Information Systems

Gurnick Academy of Medical Arts

Associate Degree, Radiology (2022)