Kaitlyn Nguyen

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**EDUCATION**

**Bachelor of Science in Biology (Pre-Medicine)**

Loyola Marymount University, Westchester, CA08/2018-Present

Associates Degree - Marymount California University, Rancho Palos Verdes, CA08/2016-05/2018

**SKILLS**

* Excellent leadership, strong work ethic, organized, and efficient working with a team or independently
* Interacts effectively with a diverse, multi-generational clientele
* Proficient in Microsoft Word, Excel, PowerPoint, Outlook, and Apple documentation outlets
* Fluent in English and Vietnamese

**EXPERIENCE**

**Tutor** 05/2019-Present
Orchid LQ Academy – Garden Grove, CA

* Tutor adept at creating academic curriculum and study materials for students from education levels K through 12th grade
* Created worksheets, prompts, quizzes and exams for students in prospective reading comprehension and writing areas - materials teaching punctuation, grammar, literary devices, narrative essays, etc., as well as, preparation for the SAT and AP exam

**Peer Tutor/Practicum** 08/2017-05/2018
Marymount California University – RPV, CA

* Work anywhere from 5-15 hours/week to tutor undergraduate and graduate university students in English and Language Arts to help them better comprehend school lectures, learning objectives, and maintain class standing on par with peers through brainstorming strategies, research methods, organization and self-guided revision
* Develop individualized instructional and tutoring plans integrating curriculum objectives and aligning with the course’s syllabus and learning standards
* Coach students to strengthen grammar, spelling, creative and persuasive writing, as well as basic essay skills

**Marymount Student Government Association (Secretary)** 08/2017-05/2018
Marymount California University – RPV, CA

* Securing a close relationship and better understanding between administration, students, and faculty by attending events, such as, Marymount California University Board of Trustees meetings and serving as the Student Representative on the Academic Affairs Committee
* Assisting in the supervision of all student activities and distribution of Student Association Fees, as well as, ensure yearly stipends are properly allocated to appropriate MSGA members
* Promoting Marymount California University’s growth and unity through marketing strategies and creating student events; such as, Spring Carnival and “Mariner Thursday” where students are asked to dress in school spirit attire
* Prepare, prior to each meeting, an agenda distributed to members of the MSGA, showing the exact order, under the correct headings, matters known in advance that are due to come up and, if applicable, the times for which they are set
* Maintain the MSGA official membership roll, document absences, and report them to the body for action

**Poke Chef Crew Member**

Optisource Technologies, Inc. - Orange, CA 10/2016-05/2017

* Assisted guests with making menu choices in an informative and helpful fashion
* Delivered exceptional service by greeting and serving customers in a timely and friendly manner
* Maintained knowledge of current menu items, preparation methods, and items that need to be restocked
* Demonstrated effective communication and cooperation with kitchen staff by supporting and cleaning other areas of the restaurants, such as, setup, cleanup, preparation work, and equipment management
* Create positive environment and promoting exponential growth by suggesting additional menu items to increase restaurant sales

**Document/Accounting Staff**

Optisource Technologies, Inc. - Anaheim, CA 03/2016-09/2016

* Organized and maintained legal and financial documents by utilizing QuickBooks 2010, conducted manual and electronic data entry and filing, and developed electronic files by scanning paper documents
* Created reports detailing and analyzing a wide range of financial documents to find discrepancies
* Collaborated with team to prepare for routinely Accounts Payable (A/P) aging report and manage Accounts Receivable (A/R) recordings

**CLINICAL/VOLUNTEER EXPERIENCE**

**Physician Shadowing**

***Dr. Bich Lien Nguyen, M.D. (Oncology) & Dr. Brian L Nguyen, M.D. (Internal Medicine)*** 09/2017-05/2019

* Support and assist cancer patients during chemotherapy treatments and infusions
* Maintain cleanliness and organization of incoming patient lobby
* Assist in transcribing office visits for the physician with use of EMR (E-Clinical)

**Vietnamese Cancer Society**  09/2016-Present

* Committee volunteer providing assistance in working with the board and chair of the organization in fundraising and bringing awareness to cancer by holding information desks at outreach events, creating functions and galas organized to help fundraise for a particular cancer and annual theme, and help in other miscellaneous tasks

**Harbor Interface Services** 01/2016-05/2016

San Pedro, CA

* Operated the Food Pantry and Clothing Closet by creating lists of foods that are out of stock, making baskets of goods per family size, and assigning those baskets to designated individuals, etc.

**Boys & Girls Club** 08/2016-12/2016

San Pedro, CA

* Worked with an array of individuals from diverse backgrounds and provided guidance and role modeling to children between the ages 6-9 years old by reading stories to the children and teaching them painting, drawing, and crafts that encourage creativity and expression