

CYNTHIA TRAN

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[Type your website]

OBJECTIVES

This resume provides you information about my past experience in a working environment. I hope you consider me as a potential worker in the future. I'm willing to learn new abilities and techniques that will help me become a better worker for society.

EDUCATION

Arrupe Jesuit High School
Denver, Co Class of 2012

University of Colorado at Denver
Denver, Co Currently attending

Accomplishment

- First Honor First semester in Freshman year
- Second Honor Second semester in Freshman year
- First Honors First semester in Sophomore year
- Second Honors Second semester in Sophomore year
- Second Honors First semester in Junior year
- Second Honors Second semester in Junior year
- Employee of the Month in Sophomore year
- Perfect Attendance Freshman, Sophomore, and Junior year

Summary of Qualification

- Bilingual of English and Vietnamese
- Type 68 wpm and comfortable in MS Word, Excel, and PowerPoint
- Being friendly, a good listener, responsible, and respectful

Experience

Regis University Admission Office

303-458-4900

August 2008 – May 2009

- Arrange data entry for incoming students
- Created, Organized and maintained files
- Received and Controlled mailing

Archdiocese of Denver Human Resource

303-715-3208

August 2009- May 2010

- Created, Organized and maintained new hired packet
- Arrange data entry
- Was assign to different department within the Archdiocese and assist them
- Assist coworkers if needed

Dominican Sister Home Health Agency

303-322-1413

August 2010- May 2011

- Created, Organized and maintained Patient charts
- Arrange data entry of patient visits
- Maintain income fax and phones
- Received and control mailing
- Assist coworkers if needed

University of Colorado Hospital Ophthalmology Center

720-848-5046

August 2011-May 2012

- Created, Organized and maintained Patient charts/packets
- Received and control mailing
- Assist coworkers if needed

King Sooper Courtesy Clerk

303-429-1597

July 2013-October 2013

- Bagged and organize products for customers
- Collected and organized carts to them available for customers
- Returned misplace products to their rightful aisle
- Help customers exchange empty propane for a newer one
- Assisted customers if they need help
- Use different cleaning method to clean damage products

➤ Refilled plastics bags stands if bags run out

VOLUNTEER EXPERIENCE & EXTRA CURRICULAR ACTIVITIES

Denver Health *Spring 2009 5 hrs*

Saint Francis Center *Spring 2010 5 hrs*

Children Museum *October 2010 8hrs*

World Vision *April 2011 2Hrs*

Incoming Freshman Exam Proctor *April 2011 2hrs*

Food Bank of the Rockies *September 2011 4hrs*