

**Sai Thao**  
1041 Rose Avenue East  
Saint Paul, Minnesota 55106  
(651) 200-0240  
sthao112@hotmail.com

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**EDUCATION**

**Hmong Academy High School**, Saint Paul, Minnesota  
Graduate in June 2009

**GPA 3.90**

**Minneapolis Business College**, Roseville, Minnesota  
Graduate of Medical Assistant Program, June 2011

**GPA 3.44**

**SKILLS**

Billing, Coding, and Insurance  
Electronic Medical Records  
Injections  
Laboratory Testing  
Medical Asepsis  
Medical Transcription  
CPR Certified

Phlebotomy  
Prescription Protocol  
Specimen Collection  
Spirometry / EKG  
Vitals  
Charting  
Bilingual: Hmong / Thai

**EXTERNSHIP**

April 2011 to  
June 2011

**Premier Health Chiropractic**, Saint Paul, Minnesota

Took patient vitals; documented patients' records and input into computer; prepared and filed charts; cleaned and sanitized exam rooms; created email newsletters and advertisements; assisted with electrostimulation applications; applied hot and cold packs to patients; assisted with ultrasound procedures; and bank deposits.

**EXPERIENCE**

January 2012 to  
February 2014

**A Plus Bindery Inc.** Roseville, Minnesota 55113

Assemble components, operate machine shrink wrap, hand punches, auto punches, hand marry, make labels, package, and weigh count components.

**EXPERIENCE**

October 2013 to  
October 2014

**Pentair Inc.** White Bear Lake, Minnesota

Medical Assembly in Blood Line Clean Room – assembly felt tube, inspect foam and felt, coating t-cardi foam, venous tube foam, footballs foam, large foam, small foam, use Branson 2000IW+ for weld felt tube, make labels, and package.

References for:

**Sai Thao**

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Dr. Peter Ladd  
Chiropractic Physical  
Premier Health West Saint Paul Chiropractic  
1089 South Robert Street  
West Saint Paul, MN 55118  
(651) 457-5435

Linda Botner  
Medical Assistant Instructor  
Minneapolis Business College  
1711 West County Road B  
Roseville, MN 55113  
(651) 604-4152  
Lbotner1@aol.com

Mai Houa Thao  
Payroll Specialist  
St. Jude Medical Inc.  
One Lillehei Plaza  
Saint Paul, MN 55117  
(651) 756-4366