My Tran

126 Elizabeth Ave

 Monterey Park, CA 91755

(626) 695-8308

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Education

Mark Keppel High School – Alhambra, CA

September 2010-May 2014

Graduating May 30, 2013

International Business Academy

September 2010-May 2014

Work Experience or Volunteer Experience

Monterey Park Bruggemeyer Library, September 2012-Present

* Homework Assistant—Provide homework assistance, shelf books, help with library activities

Keiro Nursing Home, October 2013-Present

* Volunteer—Assist in organizing events, clerical works, assist administrators, therapists, nurses, staffs, and other volunteers

Garfield Medical Center, January 2013-August 2013

* Volunteer—Provide clerical works, translate, clean equipments, assist therapists and nurses in helping patients

Achievements

* September student of the month for Accounting – 2013
* ROP Digital Media -- 2011
* Scholarship from Monterey Vista Elementary School – 2007

Activities

* International Business Academy – September 2010-May 2014
* Mark Keppel High School Marching Band – September 2010-May 2014
* Volunteered 75+ hours at the Monterey Park Bruggemeyer Library
* Volunteered 500+ hours at Garfield Medical Center
* Interact Club - 2013
* Helping Hands - 2013
* Math Club – 2010-2011

Skills

* Open-minded
* Ability to learn quickly
* Flexible—willing to take on a variety of tasks
* Excellent math skills
* Reliable and prompt
* Able to prioritize a heavy work load
* Enjoy a challenge
* Self-motivated
* Speak English and Vietnamese
* Microsoft Office-Word, Excel, and PowerPoint

References available upon request