**Viet Tran**

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**Objective**

Seeking a position that provides more experience in leadership, teamwork, finance, and business building on my current skill set. Especially in patient care.

**Education**

*University of Houston- Main Campus*/ Houston, TX January 2016-Present

* Major: Organization, Leadership, and Supervision

*Lone Star College-Cy fair*/ Houston, TX August 2015-December 2015

* Took a semester, GPA: 3.15

**Work Experience**

*Cy Fair Vision Care*-Houston TX October 2016-Present

**Front Desk**

* Dispensed glasses and contacts to patients
* Proficient with a program called Office Mate
* Experienced in pulling medical and vision insurances such as VSP and Medicare
* Ordered Contact lenses for patients
* Checked in and out patients
* Scheduled and confirmed appointments
* Assisted the office manager with reconciling and filing bills
* Handed phone calls

**Optometry intern (July 2016-October 2016)**: Shadowed under the doctor taking notes on the procedures, eyes anatomy, and eye diseases. Also shadowed the Doctor’s Assistant gaining experience in how to perform refractions, scripts, taking optical pictures, and visual field on patients successfully.

* Learned about different brands and types of contacts, how to handle them, and how to organized the contacts from the Doctor’s Assistant
* Helped insurances if needed by front desk

*Star Nails*, Tomball, TX June 2013- July 2013

**Cashier and Greeter**

* Greeted Customers
* Cleaned and organized equipment
* Experienced with handing money

**Honors and Achievements**

Obtained Eagle Scout Rank March 2015

**Professional Development Experience**

* Proficient with using Microsoft office/ Designed a website on Wix.com
* Detailed-Orientated / Well Versed in Teamwork/ Bilingual: English and Vietnamese