Sandy Ho

[diemphuong2501@yahoo.com](mailto:diemphuong2501@yahoo.com)

206-403-5909

<https://www.linkedin.com/in/sandy-ho-90728242>

Registered Nurse at Virginia Mason Medical Center

Seattle, Washington, United StatesHospital & Health Care

Previous positions

Nursing Technician at Virginia Mason Medical Center

Administrative Assistant at Blakely Development Inc.

Education

Seattle Pacific University, Bachelor of Science (B.S.), Registered Nursing/Registered Nurse

Summary

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Experience

Registered Nurse Cardiac unit

Virginia Mason Medical Center

July 2018 – Present(1 year 4 months)Seattle, Washington

Nursing Technician

Virginia Mason Medical Center

August 2017 – July 2018(11 months)Seattle Washington

Administrative Assistant

Blakely Development Inc.

March 2016 – September 2016(6 months)Seattle, Washington

Process Account Receivables

Assist Accountant with accounting projects

Administrative Duties

Prepare banking deposits

Post payments

Microsoft Office: Word, Excel, Outlook

Customer Service

Bank of America

May 2012 – October 2015(3 years 5 months)Greater Seattle Area

Customer service

Operations

Train new employees

Monitor and develop tellers with their performance

ATM champion and cash vault custodian

Sales

Played important roles in successful banking center audits

Awarded for excellent performance at the semi-annual market recognition rally as the Banking Center Super Star in 2012

Awarded Top Performer in 2012

Awarded top ten tellers in the market in 2013 and 2014

Store manager (retail manager)

Krispy Kreme Australia

April 2008 – March 2012(3 years 11 months)Melbourne, Australia

Manage over 15 employees

Interview, hire and train new employees

Customer service

Administrative duties: scheduling, labor reports, sales reports, budgeting

Awarded Employee of the Quarter in 2009

Awarded Store of the Month several times

Education

Seattle Pacific University

Bachelor of Science (B.S.), Registered Nursing/Registered Nurse

2016 – 2018

Seattle Pacific University

Seattle Central College

Pre-Nursing Studies

2013 – 2015

. Nominated for member of Honor Society for having excellent academic results

. Member of Phi Theta Kappa

. Average GPA: 3.88

Swinburne University of Technology

Bachelor of Commerce (B.Com.), Accounting and Finance

2009 – 2012

Swinburne University of Technology

Languages

English

Full professional proficiency

Vietnamese

Native or bilingual proficiency

Chinese

Skills & Expertise

Training

Leadership

Sales

Time Management

Coaching

Team Leadership

Microsoft Office

Budgets

Customer Service

Teamwork

Team Building

Microsoft Word

Certifications

Certified Nursing Assistant

Department of Health, License

CPR/ First Aid

American Heart Association | American Stroke Association, License

July 2015

HIV/AIDS

Nursing assistant training school, License

Registered Nurse License

, License

Advanced Cardiac Life Support (ACLS)

American Heart Association, License

July 2019

Organizations

Phi Theta Kappa

Present

.Honor Society Organization

.Community work

.School project

Volunteer Experience & Causes

Surgical & Observation Unit Volunteer

Highline Medical Center

June 2014 – Present(5 years 5 months)Health

Direct patient contact:

. Assist patient with ambulation

. Keeping patients accompanied

. Discharge patients

. Measure patients urinary output and vital signs

. Assist patients with basic needs

Assist nurses with administrative duties

Causes Sandy cares about:

Children

Disaster and Humanitarian Relief

Education

Environment

Health

Human Rights

Poverty Alleviation

Science and Technology

Social Services