**Kevina Vuong**

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**Education**

**University of San Francisco, San Francisco, CA**  **Expected Graduation: May 2021**

* *Bachelor of Science in Nursing, Major: Nursing*

**Work Experience**

**Trusted, San Francisco, CA**  **September 2017- Present**

*Child Care Provider*

* Collaborate with 6 other team members to create a trusting connection between the families and myself
* Work with over 10 families and their kids ranging from 3 months to 5 years old to assist in improving their developmental skills
* Dedicate over 100 hours to uphold a safe and fun learning environment for all ages

**Little Dipper Shabu Shabu, Dublin, CA** **October 2016 - August 2017**

*Hostess and Waitress*

* Organized 8 months of restaurant invoices from 12+ companies to be easily accessed and retrieved by managers
* Worked with at least 15 other co-workers and managers to create an efficient and quality service for our customers
* Provided accurate waiting times and information to customers in a professional and patient manner

**Volunteer and Internship Experience**

**Stanford Valley Care Health Care Hospital, Pleasanton, CA**  **November 2016- May 2017**

*Student Intern in Critical Care Unit and Emergency Department*, *200+ hours*

* Consistently worked with 12 nurses, 3 CNAs, 2 doctors, and 5 specialists a shift to learn about diagnoses and proper treatment based on the patient’s situation
* Provided maximum comfort and care while taking vitals or assisting patients in their needs
* Familiarized with the hospital environment to better my understanding of different medical practices

*Junior Volunteer, 100+ hours* **October 2015- June 2017**

* Created a positive and welcoming environment for everyone who enters the gift shop to provide a safe haven
* Assisted in helping the hospital earn over $150,000 through sales
* Gained interpersonal skills through constant exposure with patients, family, and staff

**Freshmen Mentor Program, Dublin, CA**  **August 2015- June 2016**

*Mentor*

* Worked with more than 60 other high school mentors and 24 teachers to create a program that guides new freshmen student in their transition into high school
* Built a meaningful relationship with 27 freshmen students and 3 other mentors for at least 4 hours every week inside and outside of a classroom setting
* Helped with any educational or personal obstacles, while encouraging them to make a positive impact in and out of school

**Interact and Red Cross Club, Dublin, CA August 2015- June 2017**

*Volunteer Coordinator and Vice President*

* Taught over 80 elementary school students on how to prepare for natural disaster and safety precautions
* Organized a total of 5 blood drives and contributed to saving over 450 lives through donations
* Raised over $250,000 in two years to help eradicating homelessness, human trafficking, and mental and social stigmas with at least 1,000 other students region wide
* Organized an event to build 30 needed bikes for low-income families with over 80 other volunteers
* Planned and advertised 2 charity dinners and raised over $8,000 total to benefit non-profit charities

**Skills**

* Proficient in spoken Cantonese
* Basic Life Support Certified by the American Heart Association
* Expert in Microsoft Office (Word, Excel, PowerPoint), and Google Drive (Docs, Sheets, Slides, Forms)