

William Bao Thai Huynh

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Objective

Seeking a position at a pre-established dentistry, administrative or assistive, to develop skills needed to eventually run his own dentistry

Education

Bachelor of Science - Biochemistry

Minor - Music

Cal Poly San Luis Obispo - San Luis Obispo, CA. United States 2020-Present

GPA: 3.779

Expected Graduation Year: 2024

Skills

- Dental billing and coding
 - Bookkeeping
 - CPR & First Aid Training
 - Basic Networking
 - Customer Care
 - Advanced Swimming
 - Lead diverse groups of people
 - Event Organization
 - Circuitboard Assembly
 - PC Assembly
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Experience

Administrative Assistant

Jun 2018-Mar 2020

AAA Dental Care - Milpitas

- Answered incoming calls and directed messages to the correct party.
- Billed and preauthorized dental procedures
- Helped with procedure preparation
- Organized files both digital and physical
- Recorded payments
- Provided basic networking knowledge
- Troubleshooted computers and electronic equipment

Lifeguard, Swimming Instructor

Jun 2017-Sept 2017

Milpitas Sports Center - Milpitas, CA, United States

- Provided excellent customer service to swimmers, family members, and facility visitors.
- Taught different swimming styles and techniques, including freestyle, breaststroke, floating, and diving.
- Applied training during emergency response to prevent further injury.
- Monitored students in water to prevent accidents and maintain safety.
- Responded to emergencies with basic first aid and rescues, and brought in emergency personnel for advanced cases.

Research/Project Assistant under Dr. Gregory Scott - Microscope Assembly and Carbon Nanomaterials

Upcoming - April 2022

California Polytechnic State University, San Luis Obispo

Leadership

Color Guard Captain

Tri-City Band Corps: 2017-2019

Cal Poly Mustang Band: 2021-Current

- Teach peers of all ages advanced choreography
- Engage in team building exercises within the color guard and with the marching band
- Organized practice days and performance days
- Directly managed and responded to personal and administrative disagreements and issues

President and Founder - Cal Poly Fighting Game Club

- Organized events with large groups of people
- Managed and planned annual budgets
- Ran several social media accounts
- Emphasized a focus on self-reflection and improvement in a diverse range of settings