

# MINH TON

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## EDUCATION

CALIFORNIA STATE UNIVERSITY, LONG BEACH  
**B.S. Healthcare Administration, Information Systems Minor**

Expected Graduation: May 2021

ORANGE COAST COMMUNITY COLLEGE  
**Associate Degree in Business Administration and Management**

2017 - 2019

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## RELEVANT COURSEWORK

Marketing Health Service Org  
Analysis and Evaluation

Management & Info Systems  
Business Programming (Python)

Database Management  
System Analysis & Design

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## EXPERIENCE

KAISER PERMANENTE Downey, California  
**Hospital Administration Intern - Project Management**

September 2020 - Present

- Support project manager in managing schedules and meetings; ensuring that weekly project statuses are received from hospital departments.
- Accountable for the development of project documentation for multiple simultaneous projects.
- Performing quality control on the project throughout development to maintain the standards expected.

CIRCLE K INTERNATIONAL  
**Technology and Audio/Visual Specialist** California

May 2019 - Mar 2020

- Collaborated with a team to coordinate a 3 Day Convention for approximately 700+ attendees.
- Prepared wireframes, prototypes, design guides, text, and media for use in print and web.
- Measured impact of product experiences and analyzed user patterns to build a static website.

**Vice President of Administration** Orange Coast College

Mar 2018 - May 2019

- Developed a new committee system to increase leadership opportunities in the club and mentored the creative committee.
- Galvanized a club board of 15+ members.
- Spearheaded budget proposal meetings to secure funds for the club.

CODE TO THE FUTURE Orange County, California  
**Instructor - Videogame Design**

September 2017 - September 2018

- Enhanced the learning of students by delivering easy to understand presentations.
- Developed classroom programs and individual student lesson plans.
- Managed a classroom of 20+ students of various ages.

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## ACTIVITIES

- HEALTHCARE INFORMATION AND MANAGEMENT SOCIETY (HIMSS) 2020
- CIRCLE K INTERNATIONAL 2017 - 2020
- AMERICAN RED CROSS BLOOD DRIVE AMBASSADOR 2015 - 2017

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## AWARDS

COSTA MESA KIWANIS  
**Above & Beyond Award** 2019

ORANGE COAST COLLEGE  
**Jeffery Dimmesdale Leadership Scholarship** 2019

CIRCLE K INTERNATIONAL  
**Distinguished Vice President of Administration** 2018-2019