

# Juliann Phan

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(571) 528-1899 • juligphan@gmail.com

## Objective

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Seeking internship in a legal or corporate setting related to civil rights law where I can contribute various office administrative skills.

## Experience

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Aug. 2014 to Present                      **Northern Virginia Community College**                      Fairfax, VA  
*Administrative Assistant*

- Assist the Associate Vice President of Student Service & Enrollment Management in scheduling meetings, conferences, teleconferences, or college based trips.
- Communicate with students about their accounts.
- Maintain positive relationships with other college departments.

May 2014 to Aug. 2014                      **The Chiropractic Office of**                      Fairfax, VA  
Sept. 2010 to Jan. 2012                      **Dr. Gregory K. Lee**  
*Front Desk Receptionist/Doctor's Assistant*

- Scheduled appointments for existing and new patients throughout the day with the use of a company provided cell phone.
- Communicated daily with medical billers, attorneys, and adjusters to process health/car insurance claims.
- Restocked and researched new products and technology to further advance the productivity of the office.

Jan. 2014 to May 2014                      **Goodwill of Greater Washington**                      Fairfax, VA  
May 2012 to Aug. 2013                      *Sales Associate/Processor*

- Upheld the Goodwill mission to transform lives and communities through the power of education and employment.
- Handled closing deposits at the end of each shift
- Performed daily retail tasks and goals organized by management.

## Education

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Fall of 2014 to                      **George Mason University**                      Fairfax, VA  
Expected Spring 2016                      B.S., English  
Concentration in Writing and Rhetoric  
Minor: Legal Studies  
GPA: 3.5

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*(Education continued)*

Fall of 2013	<b>Virginia Commonwealth University</b> B.S., English GPA: 3.7	Richmond, VA
Aug. 2010 to May 2013	<b>Northern Virginia Community College</b> A.S., General Studies GPA: 3.5	Annandale, VA
Sept. 2005 to June 2010	<b>Lake Braddock Secondary School</b> High School Advanced Diploma	Burke, VA

## **Volunteer**

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Sept. 2013 to Dec. 2013	<b>Linwood Elementary School</b> <i>Volunteer</i>	Richmond, VA
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- Helped 4<sup>th</sup> and 5<sup>th</sup> grade students with reading and writing.
- Tutored in small groups with students to fulfill reading goals assigned from the teacher.
- Supervised and reported back to teacher about student's progress.

## **Skills**

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- Word, Excel, PowerPoint, Outlook, Photoshop, HTML/CSS, Maxient, SIS/AIS, Chrome River, eVa
- Can work with Windows and OS X operating systems.
- Experienced in handling confidential documents.
- Works efficiently in a high volume workplace and under stress.
- Highly organized with maintaining work, college courses, and involvement in community simultaneously.

## **References**

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*Available upon request.*