

# Hong (Maria) T. Dinh

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## EDUCATION:

BLOOMSBURG UNIVERSITY, College of Business, Bloomsburg, PA

***Bachelor of Business Management and Administration, Graduation: May 2021***

GPA: 3.57

## ACTIVITIES & AWARDS:

- President, Bloomsburg University's American Marketing Association (AMA)- August 2020 - present
- Member of Bloomsburg University Honors College, September 2018 - present
- Off Campus Representative, Community Government Association (CGA), September 2019 - present
- Member of Cabrini University Honors Program, August 2017-May 2018
- Member of Theta Tau Omega Sorority, September 2018 - present
- Bloomsburg University Dean's List Recipient 2019-2021

## EXPERIENCE:

Virtual Physical Therapist, PA  
2020

March 2020 – June

### **Customer Service Communications and Business Operations Intern**

- Contacted and coordinated physical therapy appointments for patients
- Contacted insurance companies and m.d offices for RX scripts and patient medical records
- Verified, cross checked, and updated patient medical and insurance information
- Assisted customers with any technical inquiries and created online profiles for each patient in the system

Fujirebio Diagnostics Co., Malvern, PA

June 2019 – August 2019

### **Purchasing Intern**

- Was responsible for taking in all the Fischer Co. purchase orders in all of the departments of the Fujirebio Diagnostics Company.
- Made sure each transaction went through successfully through the Oracle operating system.

Waller Administration Building, Bloomsburg University, PA

August 2019 – present

### **Communications Assistant**

- I am in charge of writing daily press releases on the events at Bloomsburg University.
- Assist office worker in the public relations office.
- I also am involved in the social media marketing aspect.

Happy Wash Day, Phoenixville, PA

June 2017- present

### **Manager Assistant**

- Took inventory and restocked supplies
- Collected, counted, and sorted money from washing machines
- Listen to and resolve customer concerns

Premier Physical Therapy, Phoenixville, PA

June 2018- August 2018

**Physical Therapist Assistant Intern**

- Exposed to the daily duties of physical therapists as well as observe the actions they perform on the patients.
- Looked over customer insurance papers, and made sure all the information was there.

Ole Grady's Family Restaurant, Phoenixville PA  
2020

August 2016-

**Server**

- Received frequent customer compliments for going above and beyond normal duties.
- Delivered quality service by providing a warm and welcoming environment.
- Developed and maintained positive working relationships with others to reach business goals.

Advanced Nail Care, Phoenixville, PA

April 2015 -2017

**Receptionist**

- Operate telephone to answer calls, providing information, taking messages, or scheduling appointments
- Maintain cleanliness and order of the establishment
- Listen to and resolve customer concerns

**SKILLS**

- Proficient in Microsoft Word, Microsoft PowerPoint, and Microsoft Excel
- Customer Service, interpersonal, and time management skills, also exposure to many different fields of business

**PROJECTS**

- AMA PODS 2020-2021 International Case Competition (Dec 2020)
- Johns Hopkins Universities AMA 8th Regional Case Competition (Nov 2020)
- CRS Brenntag Food and Nutrition Case Competition ( Oct 2020)
- Husky Dog Pound Competition (Mar 2019)