

**Trivikram Phuyel**  
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## **OBJECTIVE**

To obtain a position within a diversified and challenging facility. I plan to achieve this by using my strong skills and qualification.

## **EXPERIENCE**

### **Medical Interpreter,Quantum Translation**

11/2012 - PRESENT

Philadelphia, PA

Interpreting the medical necessities of the patient to the provider and the provider and the provider information to the patient. Also include translation as needed.

### **Board Member,Bhutanese American Organization of Philadelphia**

10/2017 - 10/2018

Philadelphia, PA

Meeting with community members about the community problems. Group calls with Board directors and others board members about community problems and their solutions.

### **Mental Health Aid worker,Bhutanese American Organization of Philadelphia(BOAP)**

10/2015 - 10/2018

Philadelphia, PA

Provide initial help to people experiencing mental health problems such as depression, anxiety disorders, psychosis and substance use disorders.

### **Medical Assistance,Health Line Chiropractor**

06/2014 - 10/2014

Philadelphia, PA

Registration of the patient, scheduling appointment, medical billing to the insurance company, answer calls and perform clinical duties as assigned by the doctor.

### **Customer Service Representative,St. Gregory Hotel**

10/2008 - 07/2013

Philadelphia, PA

Responsible for checking in guests, providing directions to customers, receive phone calls, scheduling appointments for events and program organized on company. also work on reservation as needed.

## **EDUCATION**

### **Lincoln Technical institute**

04/2013 - 07/2014

Philadelphia, PA

Credits Earned: 73

Post-secondary academic degree, Associate degree

Major : Allied Health

Maintained 3.87 GPA with 99% Attendance

### **St Xavier School**

04/2005 - 04/2007

Pakyong, OC

High school graduate or equivalency certificate (GED)

Graduate from one of the most renowned high school in the state.

## **SKILLS**

Multilingual ( English,  
Nepali, Hindi )

- vitals, injections, phlebotomy, pharmacology

- computer skills, data entry

- CPR certification

- EKG, First Aid and sterilization procedure

- medical and legal issues , OSHA regulations

- Excellent customer service skills

- medical billing and coding

- mental health first aid

**QUALIFICATIONS AND ACHIEVEMENTS****Above and Beyond**

04/11/2011

For going Above and Beyond the expectations of his normal duties at the St. Gregory Hotel and M Street Bar & Grill.

**Employee Of The Year**

01/16/2011

Awarded for Providing outstanding services for entire year.

**CERTIFICATIONS AND LICENSES**

Mental Health First Aid USA issued by Missouri  
Department of Mental Health in Pennsylvania

Issued: 10/2015

Expires: 10/2018

Medical Interpretation issued by Nationalities Service  
Center in Pennsylvania

Issued: 10/2012