

TINA HUA

408-646-5869 | teenana95@gmail.com
3129 Laneview Drive, San Jose, CA 95132

Motivated individual who graduated with Bachelor of Science in Psychology and wide knowledge in clinical trials, data management, protocol development, translation of scientific information, and writing reports. Reliable team member with effective communication, interpersonal, and organizational skills.

Areas of Expertise

- Patient Interactions
 - Protocol Development
 - Clerical Duty
 - Physio Hookups
 - Data Processing
 - Data Management
 - Data Collection
 - Phone Screening
 - Qualitative Interviews
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EDUCATION

Bachelor of Science in Psychology | University of California, San Diego, 2018

Coursework: Behavioral Neuroscience, Sensory Neuroscience, Cognitive Psychology, Statistics for Behavioral Sciences

Technical skills; Computer literate in HTML, Excel, Word, SPSS, and RedCAP

EXPERIENCE HIGHLIGHTS

STANFORD PSYCHOPHYSIOLOGY LAB, Palo Alto, CA, 2019 to Current

Research Assistant

- Overseeing prescreen component of the lab.
- Administering lab assessments and at home assessments.
- Processing data using MATLAB, creating projects using RedCAP, and data management to ensure quality data.

Key Accomplishments:

- Became prescreen lead in current project and responsible for training new research assistants.
- Experienced in participant interactions due to conducting lab assessments and at home assessments.
- Highly proficient in psychophysiology hookups (e.g. EEG, ECG, EMG, and more) and polysomnography hookups.

POSITIVE EMOTION & ANXIETY RESEARCH LAB, La Jolla, CA, 2017 to 2018

Research Assistant

- In charged of phone screening and conducting pre-screening surveys, assessing participants' progress, scheduling intake appointments, and delivering training as well as coaching to new phone screeners.
- Entering and verifying data through Excel and SPSS.

Key Accomplishments:

- Conducted in-person clinical experiments and maintain detailed, accurate records of all experiments performed.
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OTHER EXPERIENCES

ARII & NGUYEN O.D., INC., San Jose and Mountain View, CA, 2019 to Current

Receptionist and Optometric Tech

- Scheduling patients.
- Verifying insurance benefits and billing insurance claims.
- Protecting patients' rights by maintaining confidentiality of personal and financial information.
- Pretesting patients using the autorefractor/keratometer, NCT (non-contact tonometry), and visual field machine.

Key Accomplishments:

- Ability to use the AR machine, NCT machine, and the Optomap Retinal Imaging machine.
- More comprehensive understanding of the eye and diseases associated with the eye.
- HIPAA certified

TINA HUA

ITEA DORAKU, Milpitas, CA, 2015 to 2016

Cashier

- Welcomed customers, answered questions, and provided recommendations.
- Operated scanners, scales, and POS cash register.

Key Accomplishments:

- Provided customer service by answering questions about different items, and guiding and solving queries of customer by memorizing the entire menu.
- Established professional relations with new customers and existing customer to secure sales and business.

PAPAYA CLOTHING, Milpitas, CA, 2014 to 2015

Sales Associate

- Greeted and engaged with customers.
- Maintained a clean and organized sales floor through hanging and folding merchandise.

Key Accomplishments:

- Assisted in processing customer transactions and handling money. Learned how to use the cashier system.