

JANE DOE

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EDUCATION

University of Anytown

Anytown, WA

Bachelor of Arts, Biology, May 2012

- Graduated with honors (GPA 3.7)

Universidad de San Francisco, Quito, Ecuador, 2009

- Study Abroad: Lived with host family and took courses on South American culture in semester-long, full immersion program.

EXPERIENCE

AmeriCorps

Anytown, WA

Community Outreach Coordinator

September 2012 – July 2013

- Assisted in chronic-care home visits in under-served communities.
- Lead team of six in community service project to rehabilitate health clinic waiting room.
- Interpreter for Spanish speakers on health education and case management.
- Prepared case studies on livelihood and illnesses of community members.
- Collaborated on HIV/AIDS prevention training for over 30 women.

Anywhere Pharmacy

Anytown, WA

Pharmacy Technician

July 2012- August 2012

- Provided efficient and effective client care; pre-filled insulin syringes and prepared IVs.
- Compounded creams and suspensions for use on specific nursing home patients.
- Required attention to detail and broad knowledge of over 200 of most commonly used medications.

Anywhere Health System

Anytown, WA

Pharmacy Technician Intern

June 2012-July 2012

- Prepared IVs for medical use; input and maintained drug database.
- Monitored and maintained medication levels in Emergency Room Accu-dose machine.
- Demonstrated thoroughness and attention to detail in filling outpatient prescriptions and inpatient medication orders.

Community Health Care

Anytown, WA

Interpreter/Scheduler

June 2011 -September 2011

- Provided interpretation services between staff and patients (Spanish/English).
- Facilitated client access to broad range of clinical services.
- Scheduled appointments and maintained appointment records.

Anywhere General Hospital

Anytown, WA

Unit Secretary

June 2009-October 2009

- Independently handled information requests for doctors and nurses in ICU.
- Maintained patient charts; filed reports and test results; scheduled lab work.
- Transcribed doctor's orders and managed patient admits.
- Required cultural sensitivity and a commitment to confidentiality in dealing with diverse health issues.

Anywhere General Hospital

Anytown, WA

Support Partner

December 2007-June 2008

- Provided safe, clean environment for delivery of patient care in Primary Care Unit (PCU) within a 400-bed hospital.
- Utilized attention to detail skills in inventorying and stocking patient care supplies for the department.

VOLUNTEER ACTIVITIES

Anywhere Boys and Girls Club

Anytown, WA

Girls Basketball Coach

2008, 2009, 2010 (15 hrs/week during Fall Term)

Anywhere Community House

Anytown, WA

Adult Literacy Tutor (Volunteer, 15hrs/week)

January 2010-May 2010

- Tutored students preparing for GED exams in reading, writing, and math.
- Taught algebra necessary for college entrance exams and general living skills.
- Demonstrated patience and flexibility in aiding and supporting under-educated adults to improve basic reading and writing skills.

SPECIALIZED SKILLS & TRAININGS

- **Computers:** Proficient in Microsoft PowerPoint, Word, Excel and Publisher
- **Languages:** Fluent Spanish (oral and written with 25 credit hours at University level)
- **Certified:** American Red Cross CPR & First Aid (2013)
- **Trainings:** Project Proposal/Grant Writing workshop (2012); Budgeting/Finance workshop (2013)