

JANE DOE

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KEY QUALIFICATIONS

- Dedicated professional with experience in public health outreach and client services.
- Fluent in Spanish and English (oral and written).
- Proven flexibility, resourcefulness, and ability to excel with minimal supervision.

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: Home-stay and Classes taught in Spanish.

EXPERIENCE

AmeriCorps Anytown, WA
Community Outreach Coordinator

September 2012 – July 2013 | 40 hours per week

- 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 | 40 hours per week

- 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 | 20 hours per week

- 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 (Temporary)

June 2011 -September 2011 | 20 hours per week

- 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 (temporary)

June 2009-October 2009 | 20 hours per week

- 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 | 20 hours per week

- 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 hours per week during Fall Term

Anywhere Community House Anytown, WA

Adult Literacy Tutor Volunteer

January 2010-May 2010 | 15 hours per week

- 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** in American Red Cross CPR & First Aid (2013)
- **Trainings:** Project Proposal/Grant Writing workshop (2012); Budgeting/Finance workshop (2013)