

Jane Doe

La Jolla, CA 92037
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PROFESSIONAL SUMMARY

Hardworking pre-medical student seeking part-time work and extensive knowledge of core subject matter. Meticulous and detail-oriented with excellent observational, organizational and communication skills.

EDUCATION

University of California, Berkeley - Berkeley, California
Molecular Environmental Biology

University of California, San Diego - La Jolla, California
Human Developmental Science, Expected in 12/2025

SKILLS

Customer Service

Leadership

Multi-lingual

Efficiency

Plan Developer

Basic HTML and CSS Knowledge

Basic Javascript Knowledge

EXPERIENCE

VOLUNTEER | 12/2024 to Current
Sikh Association - Fresno, CA

- Assisted with special events and programs.
- Represented organization professionally while providing community with necessary services.
- Promoted medical awareness with educational workshops and hands-on activities.

MEDICAL ASSISTANT | 06/2024 to 09/2024
Sacramento Health Center - Sacramento, CA

- Sanitized and restocked exam rooms and medical equipment.
- Obtained client medical history, medication information, symptoms, and allergies.
- Facilitated efficient patient care with accurate documentation of medical histories, vital signs, and medications.

INTERNSHIP STUDENT | 06/2023 to 08/2023
Sunny Healthcare - Manteca, CA

- Shadowed registered nurses and physicians
- Overview of the basics of patient care
- Community interactions
- Development of treatment plans
- Expanded knowledge on vascular diseases

STOCKING AND MAINTENANCE | 05/2021 to 08/2021

79 Cent Plus Store - Merced, California

- Streamlined checkout process for increased efficiency and reduced waiting times.
- Collaborated with team members to achieve sales targets and maintain a clean, well-stocked store environment.
- Resolved customer complaints professionally, leading to improved customer relations and loyalty.
- Exceeded productivity goals through consistent attention to detail and organization during busy shifts.
- Managed inventory levels effectively, reducing stock shortages and minimizing wastage.

SOCIAL MEDIA MANAGER | 01/2021 to 04/2021

Health Express - Manteca, CA

- Increased brand awareness by developing and implementing effective social media strategies.
- Boosted engagement rates with the creation of compelling and visually appealing content.
- Researched the latest market trends and analyzed data to develop public relations strategies and tactics.
- Analyzed performance metrics to identify areas for improvement and optimize social media campaigns.

PROJECTS

Wedding Table Planner

- Using Javascript, CSS styling, and the basics of HTML, I created a user-friendly web application to simplify wedding seating arrangements.

CERTIFICATIONS

BLS Certified

LANGUAGES

Punjabi

English

Hindi

Urdu