GUS E. GRADUATE

123 Grenadier Drive, New Albany, IN
812-222-2222
gus@ius.edu

SKILLS SUMMARY

- Proven customer service and sales ability (over 5 years of retail experience, often exceeding company goals)
- Excellent presentation skills (delivered research findings at student and professional conferences)
- Detail oriented (compiled research data and assembled findings for presentation)
- Team player (assisted in coordination of activities for both campus and community groups)

EDUCATION

Indiana University Southeast   New Albany, IN
Bachelor of Arts in Biology   Expected: May 20XX
Cumulative GPA: 3.86

RELATED EXPERIENCE

ABC Quality Assurance Company   Jeffersonville, IN
Quality Assurance Intern   May 20XX to Present

- Identify gaps and improvement opportunities within the quality system
- Review documentation daily for accuracy and compliance with procedures
- Perform technical review of batch and analytical data for accuracy and compliance
- Coordinate and author quality reports

XYZ Pharmacy Company   Indianapolis, IN
Pharmacy Technician Intern   January 20XX to May 20XX

- Assisted pharmacist with preparation and dispensing of over 1,000 medications and supplies
- Maintained confidentiality of patient and proprietary information
- Obtained Certification as a Pharmacy Technician
- Selected twice as Employee of the Month

ADDITIONAL WORK EXPERIENCE

U. S. Department of Immigration and Naturalization   Louisville, KY
Statistical Clerk   May 20XX to June 20XX

- Conducted telephone interviews for government funded surveys
- Entered data into a microcomputer for 143 geographic areas
- Gathered vital information to complete survey for research department

TECHNICAL SKILLS

- Microsoft Word, Excel, Access, PowerPoint

NOTE: Additional sections which could be included on the resume: Leadership and Community Service, Volunteer Activities, Presentations/Publications, Campus Involvement, Organizational Involvement, Relevant Skills/Strengths.
If resume is two pages, place name and page 2 at the top or bottom of the second page.