

NAME

XXXXXXXXXX, Glen Allen, Virginia 23060
XXX.XXX.XXXX | XXXXXXXXXXXX@verizon.net

QUALIFICATIONS PROFILE

Compassionate and proactive health professional, seeking admission to [Name of University's] **Bachelor of Science degree in Biochemistry** to broaden knowledge and skills in research and development. Capable of formulating strategic plans and solutions to complex situations as they pertain to laboratory procedures and protocols. Adept at managing, motivating, and guiding teams of professionals to ensure the successful attainment of goals.

EDUCATION AND CREDENTIALS

Bachelor of Science in Nursing Generalist | 2017
XXXXXXXXXXXXXXXXXX, Richmond, VA

Associate in Social Sciences, Major in American Sign Language and Deaf Studies | 2014
XXXXXXXXXXXXXXXXXX, Richmond, VA
Dean's List | General Education Certification, 2013

National Pharmacy Technician Certification
National Pharmacy Technician Certification, State of Virginia

PROFESSIONAL EXPERIENCE

XXXXXXXXXXXX, Richmond, VA

Assistant Manager | Shift Supervisor **2014–2020**

- Fulfilled various tasks, which included inventory control, budget, scheduling, and human resource administration
- Oversaw customer complaints, cash register operations, and store appearance
- Guaranteed proper and adequate stocking of shelves
- Took charge of delegating personnel tasks as well as facilitating staff meetings
- Assumed full accountability in ensuring seamless daily store operations by handling the following:
 - *Administrative functions*; paperwork filing, payroll budgeting, products and store supply ordering, and sales number analysis
 - *Labor management duties*; interviewing potential associates, training new hires, creating employee schedules, coaching and monitoring performance of team members.
 - *Client service initiatives*; greeting customers, rendering assistance, and fulfilling transactions
- Ensured personnel's compliance with safety and loss prevention guidelines as outlined by corporate offices

XXXXXXXXXXXX, McLean, VA

Lead Pharmacy Technician **2011–2013**

- Managed inventory control and scheduling initiatives
- Rendered first-rate support to the pharmacist in filling prescriptions
- Held full responsibility in delegating staff assignments
- ***Received commendation for seamless performance in handling inventory control operations and ensuring customer satisfaction***

PROFESSIONAL TRAINING

Cardiopulmonary Resuscitation (CPR) | XXXXXXXXXXXX, Richmond, VA
BSR Point of Care (POC) Accu-Chek Inform II and Diabetes Management | XXXXXXXXXXXX, Glen Allen, VA

TECHNICAL ACUMEN

Microsoft Office Suite (Word, PowerPoint, Excel, and Outlook) | ConnectCare