GUS E. GRADUATE

123 Grenadier Drive, New Albany, IN

812-222-2222

[gus@ius.edu](mailto: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.*