

YOUR NAME

5912 Robin Lane
Jeffersonville, IN 47130
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resume@ius.edu

OBJECTIVE

To obtain a Quality Assurance Manager position at Walgreens

EDUCATION

Bachelor of Arts Degree

Indiana University Southeast

New Albany, IN

Major: Biology

Cumulative GPA 3.86

Will graduate Summa Cum Laude, May 20xx

Chancellor's List for highest academic achievements (six semesters)

Honors: Dean's List (three semesters), Student Program Council, Presidential Volunteer Honors Award, Phi Eta Sigma National Honors Society

INTERNSHIP EXPERIENCE

ABC Quality Assurance Company

Jeffersonville, IN

Quality Assurance Intern

May 2008 to present

- Identify gaps and improvement opportunities within the quality system
- Review documentation daily for accuracy and compliance with procedures
- Perform technical and administrative review of batch and analytical data for accuracy and compliance with procedures for raw material, in-process and product release
- Coordinate and author quality reports

XYZ Pharmacy Company

Indianapolis, IN

Pharmacy Technician Intern

January 2007 to May 2008

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

WORK EXPERIENCE

U.S. Department of Immigration and Naturalization

Louisville, KY

Statistical Clerk

May 2006 – January 2007

- 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

Windows 2000 and XP, WordPerfect, Microsoft Word and Works, Excel, Access, PowerPoint, Linux

REFERENCES

Available upon request.

NOTE: Additional sections which could be included on the resume: Leadership and Community Service, Volunteer Activities, Relevant Skills/Strengths