

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

Indiana University Southeast

Bachelor of Arts Degree

Major: Biology

Cumulative GPA 3.86

New Albany, IN

May 20XX

Honors: Dean's List for high academic achievement (three semesters)
Phi Eta Sigma National Honors Society

Campus Involvement: Student Program Council, Presidential Volunteer Honors Award

INTERNSHIP EXPERIENCE

ABC Quality Assurance Company

Quality Assurance Intern

Jeffersonville, IN

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 with procedures for raw material, in-process and product release
- Coordinate and author quality reports

XYZ Pharmacy Company

Pharmacy Technician Intern

Indianapolis, IN

January 20XX to May 20XX

- 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
- Selected twice as Employee of the Month

WORK EXPERIENCE

U.S. Department of Immigration and Naturalization

Statistical Clerk

Louisville, KY

May 20XX to December 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

Windows 2007, 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. If resume is two pages, place name and page 2 at the top of the second page.