

# Sample Resume

First and Last Name  
Date of Birth

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## EDUCATION

University of Pacific, Graduation Date: May, 2009  
Bachelors of Science Degree in Biology

Sept 2005 – May 2009

Sacramento City College  
Summer courses

June 2004 – 2004

American River College  
Pre-requisite courses

Sept 2009 – Dec 2009

## WORK EXPERIENCE

Walgreen's  
Pharmacy Technician

Sept 2008 - present

Supervised staff of 3 employees to ensure the pharmacy operated smoothly  
Delegated tasks to pharmacy clerks and cashiers  
Managed customer service area

AT&T  
*Coach Manager*

Jun 2006 – Jan 2007

Supervised team of 18 representatives in customer service  
Developed training programs  
Evaluated staff and wrote annual evaluation reports

SBC  
Summer Management Program Intern

May 2006 – June 2008

Represented Network Dispatch Center of SBC West in consolidation of the interactive-voice-response in 13 states  
Verified information such as trustee transaction closure dates, and delinquent property tax and IRS liens

## LEADERSHIP ROLES

PREPHARMACY HEALTH CLUB  
Public Relations Chair

Sep 2005 – May 2007

Informed 200 members about social and professional events  
Distributed fliers and handouts  
Chaired Public Relations Committee

## EXTRACURRICULAR ACTIVITIES

Residential Hall Association  
RHA Member

Summer 2006

Liaison between all dormitory leaders  
Collaborated with team to produce quality events  
Participated in Residential Talent shows and activities

#### VOLUNTEER POSITIONS

Kaiser Permanente Hospital  
Student Volunteer

Summer 2008

Helped pick up prescriptions for in-patients  
Discharged patients from rooms to outpatient pick up  
Served meals to maternity patients  
Assisted in providing information and directions to patients and visitors

#### OTHER

UC Berkeley Lab  
Research Assistant

Summer 2010

Assisted professor with lab set up  
Conducted experiments