

Name

00 Happy Grant Road Apt. 0000E ▪ Columbia, SC 29201 ▪ 000-000-0000 ▪ Unknown@yahoo.com

OBJECTIVE Seeking a position in the field of Biology that will complement my educational background and experience

EDUCATION University of South Carolina, Columbia, South Carolina
Bachelor of Science in Biology, December 2006

- Overall GPA: 3.2
- Dean's List (4 semesters)

QUALIFICATIONS

- Excellent analytical, critical thinking, and scientific skills
- Proven ability to thrive in a team or individualized work environment
- Strong work ethic, detail oriented, and fast-learner
- Proficient in Excel, Word, Access, PowerPoint

EXPERIENCE

August -present

Administrative Assistant, USC Medical, Columbia, SC

- Partner with and help doctors/professors in the Department of Neuropsychiatry and Behavioral Sciences.
- Handle confidential documents and help archive data/information
- Develop positive relationships with clients and co-workers

October 2004-January 2006

CVS Pharmacy, Columbia, SC
Pharmacy Tech

- Assisted in the creation, production, and delivery of pharmaceuticals
- Troubleshoot customer concerns and resolved their issues

May 2004-August 2004

Boys & Girls Club of the Midlands, Columbia, SC
Food Coordinator

- Prepared meals for participants and constructed menus
- Ordered and reported accurate records of weekly food items distributed

October 2002-April 2004

Palmetto Poison Center, Columbia, SC
Poison Center Advocate

- Responded to crises according to protocol and made referrals to appropriate health agencies

LEADERSHIP

Sports Coordinator, Kappa Psi Pharmaceutical Fraternity

- Oversaw all sporting events and ensured that everyone was registered
- Organized practices and monitored attendance

ACTIVITIES

Minority Assistance Peer Program, 2002-2004

Broken Records Incorporated, 2005-present

- Oversee all projects
- Executive producer of the Album: *Executive Decision* by Mr. Presidential

Kappa Psi Pharmaceutical Fraternity

Team Captain, Intramurals and National Youth Leadership Forum on Medicine Alumni

Volunteer: Hanna House Project, Visited children at Richland Memorial, Operation Clean-up USC

HONORS & AWARDS

National Dean's List, Dean's List 4-semesters, Who's Who Among American College Students, Life Scholarship Recipient, National Youth Leadership Forum Alumni, Triple Threat Award

