

Your Name

123 Fourth Street
Hays, KS 67601

785-628-4260
name@gmail.com

EDUCATION

Bachelor of Science in General Science, May 20XX
Fort Hays State University, Hays, KS
GPA 3.7 on a 4.0 scale

QUALIFICATIONS

- Familiar with medical terminology and hospital settings
- Experience with centrifuge, karyotyping, and IR and NMR Spectroscopy
- Strong organizational, leadership, teamwork, and communication skills

EMPLOYMENT

Histology Technician Trainee, September 20XX – Present
Quest Diagnostics, Hays, KS

- Prepare special and immunohistochemistry stains as determined by the Pathologists
- Employ histological techniques and procedures such as chemical fixation, freezing, dehydration, preservation, embedding, staining, clearing, mounting, decalcification and paraffin infiltration of tissues to complete work assignments
- Assists technologists during gross examination and dissection of tissue specimens

Clinic Office Assistant, January 20XX-September 20XX
Hays Family Medicine, Hays, KS

- Worked in a clinical setting providing professional and friendly customer service
- Maintained medical record charts in a logical and organized manner
- Aided office manager in the organization of supplies and patient files
- Ensured new patient information was entered accurately into the computer system

Pharmacy Technician, July 20XX-December 20XX
Purdy's Pharmacy, Hays, KS

- Assisted licensed pharmacists in providing medication and other healthcare products to patients
- Performed various duties including answering the telephone, stocking shelves, reordering prescription drugs and OTC drugs
- Helped in keeping a current inventory
- Entered new customer information into the computer

VOLUNTEER ACTIVITIES

Big Brothers and Big Sisters, Hays, KS

- Encouraged confidence through weekly social interactions and activities
- Provided emotional support while maintaining patience and understanding

Special Olympics, Hays, KS

- Assisted coaches, demonstrated technique, helped athletes improve their skills
- Encouraged participation and established personal connections with participants