

## Sue School

---

10 School House Lane  
Graduate Drive, NY 12000  
Phone: (518) 888-8888 Email: job@school.com

### OBJECTIVE

To obtain a position where I can use my science skills and educational background to learn and advance with a growing company.

### EDUCATION

2002-2006 B.S. Biology, Spanish Minor Science College Binghamton, NY

Selected Coursework Includes:

- Developmental Biology ▪ Endocrinology ▪ Organic Chemistry ▪ Neuroscience ▪ Zoology

### AREAS OF STRENGTH

- Excellent attendance, very responsible, efficient and flexible, capable of multitasking
- Possesses the ability to learn new tasks quickly
- Strong interpersonal skills, able to interact professionally with diverse groups
- Fluent in reading and speaking Spanish

### SKILLS & ABILITIES

#### Lab Skills

- Effectively utilize lab equipment including microscopes, pipettes and centrifuges.
- Experience with lab procedures, handled extruding cultures, fertilized eggs and dissected animals.
- Skilled and accurate with Excel to track and document lab results.

#### Clerical/Record Keeping

- Coordinated office activities, including greeting customers, scheduling appointments for three staff members using Outlook, filed and disseminated mail.
- Proficient in: Microsoft Word, Excel, Outlook & PowerPoint.
- Sales experience, developed customer leads, conducted follow up phone work and presented product demonstrations.
- Responsible for accurately tracking and recording hospital refrigeration unit's temperatures and dishwasher water temperature three times per day. Reported problematic information to supervisor.
- Record selected patient food delivery times.

#### Dietary Aide

- Cross trained to work in four different positions, was rotated as needed. Assist cooks, prepare and coordinate patient food trays, handle cafeteria customers, and cater special functions.
- Prepare food trays while identifying restrictions based on patients' specific diets.
- Maintain quality of food per production codes.
- Follow all dietary sanitation rules and procedures.
- Responsible for assisting with the training of new employees.

### EMPLOYMENT

<i>Dietary Aide, Ellis Hospital, Schenectady, NY</i>	2003-2006
<i>Sales Representative, Vector Marketing, Albany, NY</i>	2003
<i>Clerk of the Office of Residential Life, Union College, Schenectady, NY</i>	2002-2003
<i>Dietary Aide, Columbia Memorial Hospital, Hudson, NY</i>	2000-2006