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JANE DOE 
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KEY QUALIFICATIONS 
 
 Dedicated professional with experience in public health outreach and client services. 
 Fluent in Spanish and English (oral and written). 
 Proven flexibility, resourcefulness, and ability to excel with minimal supervision. 
 
EDUCATION 
 
University of Anytown Anytown, WA 
Bachelor of Arts, Biology, May 2012 
 Graduated with honors (GPA 3.7) 
 
Universidad de San Francisco, Quito, Ecuador, 2009 
 Study Abroad: Home-stay and Classes taught in Spanish. 
 
EXPERIENCE 
 
AmeriCorps Anytown, WA 
Community Outreach Coordinator 
September 2012 – July 2013 | 40 hours per week 
 Assisted in chronic-care home visits in under-served communities. 
 Lead team of six in community service project to rehabilitate health clinic waiting room. 
 Interpreter for Spanish speakers on heath education and case management. 
 Prepared case studies on livelihood and illnesses of community members. 
 Collaborated on HIV/AIDS prevention training for over 30 women. 
 
Anywhere Pharmacy Anytown, WA 
Pharmacy Technician 
July 2012- August 2012| 40 hours per week 
 Provided efficient and effective client care; pre-filled insulin syringes and prepared IVs. 
 Compounded creams and suspensions for use on specific nursing home patients. 
 Required attention to detail and broad knowledge of over 200 of most commonly used medications. 
 
Anywhere Health System Anytown, WA 
Pharmacy Technician Intern 
June 2012-July 2012 | 20 hours per week 
 Prepared IVs for medical use; input and maintained drug database. 
 Monitored and maintained medication levels in Emergency Room Accu-dose machine. 
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