

Jane Doe

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Key Qualifications

- Dedicated professional with 3 years of experience in domestic and international public health
- Excellent oral and written communication skills, in both Spanish and English
- Proven flexibility, resourcefulness, and ability to excel with minimal supervision

Professional Experience

Peace Corps

Guatemala City, Guatemala

Health Education Facilitator

Jan. 2006-June 2008

- Facilitated school health program designed to reduce common illnesses and diseases among school-age children in rural Guatemala
- Evaluated program effectiveness encompassing 15 teachers and 500 students
- Managed distribution of funds from the U.S. for 3 scholarship recipients
- Created social maps for water and sanitation project in community of 300 beneficiaries
- Collaborated with local health ministry to plan and implement comprehensive HIV/AIDS training for over 30 village women

Brighton Hospital Pharmacy

Paris, WA

Pharmacy Technician Intern

Aug. 2005-Dec. 2005

- Provided efficient and effective client care; pre-filled insulin syringes; prepared IVs
- Compounded creams and suspensions for use on specific nursing home patients
- Required attention to detail, and broad knowledge of over 200 commonly used medications

Community Health Care

Tacoma, WA

Interpreter/Scheduler (Temporary)

Jan. 2004- May 2005

- Provided Spanish/English interpretation services between staff and patients
- Facilitated client access to broad range of clinical services
- Scheduled appointments and maintained accurate records

Tacoma General Hospital

Tacoma, WA

Unit Secretary

June 2003-May 2004

- Independently handled information requests for doctors and nurses in ICU
- Maintained patient charts; filed reports and test results; scheduled lab work
- Transcribed doctors' orders and managed patient admits
- Required sensitivity and a commitment to confidentiality in dealing with diverse health issues

Education

Pacific Lutheran University-Tacoma, WA

Bachelor of Arts, Biology

May 2003

Minor: Psychology

Graduated with high honors (3.75/4.0 cumulative GPA)

Universidad de San Francisco-Quito, Ecuador

Fall 2001

Study abroad program, including language and culture coursework

Specialized Skills & Certifications

- Computers: Proficient in Microsoft PowerPoint, Word, Excel and Publisher
- Languages: Fluent Spanish (oral and written); basic Nepali
- Certified in American Red Cross CPR & First Aid (2007)
- Trainings: Foundation Center Project Proposal/Grant Writing workshop (Feb. 2007);
Budgeting/Financial Management workshop (2008)