

# Career Changer

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## PROFESSIONAL PROFILE

- Business management and medical background with strong interest in pharmaceutical sales.
- 6+ years managing retail business, including all financial needs, hiring and staffing, customer service and marketing.
- Owned and operated state licensed day-care facility, maintaining all records, financial and legal documents.
- Skilled in QuickBooks, Excel (intermediate), Word, and PowerPoint.
- Certification in Phlebotomy, Caritas Medical Laboratories LLC, CPR and First Aid

## EDUCATION

**Boston University**, Boston, MA

**Bachelor of Science in Business Management**

May 20XX

*Relevant Courses:* Financial Accounting; Operational Management; Systems Analysis & Design; Strategic Management; Risk Management; Marketing Strategy

**Bunker Hill Community College**, Boston, MA

**Associate of Science in Medical Assisting**

May 20XX

## BUSINESS EXPERIENCE

**Blue Water Pool and Patio**, Boston, MA

Aug. 20XX – May 20XX

*Manager*

- Managed \$300,000+/year retail business including all banking needs, prepared finances with QuickBooks; ran account analysis and prepared financial statements for month-end and year-end closings.
- Generated sales through oral and written communication with customers. Maintained customer information and sales results.
- Interviewed, hired and trained all employees; completed all hiring paperwork and supervised five retail professionals.
- Negotiated with suppliers for purchasing and best all-in-cost pricing.
- Installed, maintained and updated all technical programs including retail computers, and water testing computer systems.

**SunnySide Day-Care**, Boston, MA

Jan. 20XX – Jul. 20XX

*Owner/Operator*

- Maintained license for home daycare to provide daily supervision of 6-8 children of varying ages. Completed regular training hours to continue licensure.
- Oversaw records and complied with state and federal guidelines for childcare, nutrition, enrollment, education and insurance purposes.
- Conferred with parents regarding facility, policies and enrollment procedures.

## MEDICAL EXPERIENCE

**Michael James, MD**, Boston, MA

Sept. 2011 – Dec. 2011

*Intern*

- Administered venipuncture and conducted PT/INR testing, ensuring accurate and timely results for patient care.
- Conducted EKGs and administered inoculations, contributing to comprehensive patient assessments and improved health outcomes.
- Measured and recorded vital signs, including blood pressure and BMI, providing essential data for patient health monitoring and care.

**BioLab One**, Boston, MA

June 2009 – Aug. 2011

*Medical Examiner*

- Prepared documentation and interviewed patients in accordance with insurance companies' requirements; checked accuracy and consistency of answers, clarified discrepancies.
- Collected and prepared specimens at patients' homes; spun blood in centrifuge for reference laboratory, entered data into computer and shipped specimen via FedEx.