

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.