

Rose Luka

(xxx) 555-3442
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PROFESSIONAL GOAL



Pharmaceutical sales position with a research-driven organization committed to manufacturing and marketing products that preserve and improve the quality of human life.

CONTACT DATA

xxxx Bexley Street
Columbus, OH xxxxx
(xxx) 555-3442

Relocating to the Chicago area in xxxx

EDUCATION

MIAMI UNIVERSITY
Oxford, OH

M.B.A. in Healthcare Management
Expected completion in xxxx

B.S. in Kinesiology
May [year]

Received xxxx scholarship [year]
Chairperson, xxx service fraternity

Representative Coursework:

The Marketing Environment
Healthcare Policy & Law
Intro to American Healthcare
Accountability of Financial Resources
Biophysical Aspects of Aging
Kinesiology
Physiology of Exercise
General Biochemistry
Organic Chemistry

MEDICAL & HEALTH CARE EXPERIENCE

CARDIOLOGY ASSOCIATES
Cheviot, OH
[year-present]

Medical Assistant Back Office Functions

Interview patients, measure vital signs, and record data in patient charts. Assist physician with examinations and procedures. Operate electrocardiograph (EKG) and other equipment for diagnostic tests. Perform laboratory tests. Administer treatments. Process requests for medication refills.

Medical Assistant Front Office Functions

Serve as initial contact with patients, pharmaceutical representatives, and vendors. Schedule patient appointments. Complete insurance forms (Medicare, HMO, private insurance, etc.), maintain billing records, and purchase medical supplies inventory.

WALNUT HILLS HIGH SCHOOL
Cincinnati, OH
Football Season [year]

Athletic Trainer's Assistant

Promoted the prevention and rehabilitation of sports injuries. Under direction of Certified Trainer, taped injuries and administered modalities, such as intermittent compression and pulsed ultrasound to reduce edema.

SALES & CUSTOMER SERVICE EXPERIENCE

ELEGANT GIFTS
Blue Ash, OH
[year-year]

Sales Associate

Assisted clientele of upscale boutique located in the city's premier shopping gallery. Generated consistent growth in sales, averaging 20% increases annually. Began a customer database, cataloguing birthdays and special interests to capture greater repeat business.

COUTURE HOUSE
Cincinnati, OH
Summers [year-year]

Assistant to VP of European Couture

Assisted fashion executive in the selection, buying, and merchandising of haute couture. Traveled to New York, France, Italy, and Spain on buying trips.

REFERENCES

Mary Evers, M.D., FACP
Endocrinologist
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Jim Bale, Certified Athletic Trainer
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