

# Sample Resume – Pharmaceutical Science

## Frieda Pharmaceutical

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### EDUCATION

Tertiary  
2009 – 2011

**Monash University**  
**Bachelor of Pharmaceutical Science**

- Medicinal Chemistry discipline
- High credit average achieved to date

July 2011

**Industry Placement**  
**Peterson Pharmaceuticals**

- Four weeks industry experience as laboratory technician with research team developing Solarise sunscreen

### EMPLOYMENT

2009 – Current

**Maribyrnong Hospital/Mental Health Unit**  
**Patient Services Clerk (casual)**

**Responsibilities**

- Responding to patient inquiries at reception and via telephone in a timely and tactful manner
- Collecting patient information and administration of files
- Co-ordinating appointments, delegation visits and student supervision placements for four doctors

**Achievements**

- Full compliance with procedural guidelines
- Met customer service charter targets continuously

2007 –2008

**Target**  
**Retail Assistant (15 to 38 hrs per week, casual)**

**Responsibilities**

- Serving customers including point of sale transactions, returns, lay-by, and handling customer complaints in compliance with store policies
- Supervision of weekend service staff including rostering, delegation of duties and training
- Stack and display items for sale with attention to marketing campaigns and OHS requirements

**Achievements**

- Promoted to weekend supervisor
- Received customer service award in 2007 and 2008
- Completed Retail Operations Certificate III training 2007

### PROFESSIONAL DEVELOPMENT

2011 – Current

- Faculty of Pharmacy and Pharmaceutical Sciences Senior Ambassador Program including participation in Future Leaders training and representative roles for faculty events

2009 - 2010

- Member Royal Australian Chemical Institute (MRACI)
- Volunteer RACI Annual Synthesis Symposium – greeting presenters



## SKILLS & ATTRIBUTES

### **Administrative**

- Demonstrated skills recording and maintaining data on patient and medical record systems with attention to confidentiality and privacy requirements
- Efficient planning and organisational skills to meet academic, work and extra-curricular commitments, including co-ordinating appointment systems for doctors, staff rosters and 100% compliance with academic deadlines

### **Teamwork**

- Confident and friendly interpersonal skills used to collaborate with others as evidenced by active participation in work, community and sporting groups
- Capacity to take on additional responsibilities including leadership roles demonstrated through supervisory experience in retail sector

### **Communication**

- Ability to clearly present information to others displayed in talks to prospective students and their parents at Monash University Open Day and as a contributor to student blogs in the role of Student Ambassador
- Written communication skills to tailor documents that meet the needs of the reader demonstrated in scientific report writing at university and in the compilation of written correspondence as an administrator

### **Laboratory Skills**

- Strong analytical skills in HPLC, GC and FITR
- Research skills applied to drug testing and knowledge of target structures
- Compliance with safe laboratory management guidelines

## EXTRA-CURRICULAR INVOLVEMENT

### **Monash University - Faculty of Pharmacy and Pharmaceutical Sciences**

**2011**

- **Senior Ambassador Program**
  - Faculty representative at Open Day and student information events
  - Contribute to 'Ask a Student' blog

**2009 - Current**

- **Parkville Recreation Activities Club**
  - Regular participant in social and sporting events including soccer and running
  - Committee member organising end of year ball in 2010

## INTERESTS

- Chinese calligraphy
- painting
- Soccer – social competition

## REFEREES

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