

IAMA JOB READY
503-123-1234 | @pcc.edu

PROFILE

Recent graduate eligible for the COT with customer service background and Spanish language skills

EDUCATION

Eye Technician Certificate , Portland Community College	20XX
▪ Placement on President's List every term	3.78 GPA

Practicum Experience:

▪ Center Vision	Ophthalmic Medical Technician	Term Year
▪ Kaiser Interstate	Ophthalmic Medical Technician	Term Year
▪ Cascade Eye Assoc.	Ophthalmic Medical Technician	Term Year

Vision Screen:

Albina Head Start	Vision screening for 150 children	Term Year
Vancouver Free Clinic	Vision screening for low-income adults	Term Year

SKILLS AND QUALIFICATIONS

Technical Skills

- Perform preliminary exams including patient history, visual acuity, stereopsis and color testing, amsler grid, pre-ops and post-ops
- Use of manual lensometer, tonopen, keratometer, and various automated instruments
- Tailored explanation/education depending on procedure, diagnosis and patient comprehension
- Current CPR and First Aid (#)

Organizational and Customer Service Skills

- Experienced in customer service and dealing with the public and conflict resolution
- Communicate in a friendly, personable manner, in person or on the phone
- Work effectively as a member of a team, or on individual tasks and assignments
- Establish and maintain good working relationships with employees, supervisors and the public
- Experienced in general office procedures, software (MS Word/Google) and equipment, client files, and drafting of business letters and email
- Developed, and oversaw weekly projects with small group support

WORK EXPERIENCE

Information Desk Clerk , Portland Community College, Portland, OR	Mo/Yr – Present
▪ Provided direction and information for visitors, prospective students and staff	

Computer Lab Assistant , Portland Community College, Portland, OR	Mo/Yr – Mo/Yr
▪ Supported tech. challenged students needing a gentle touch and understanding for time sensitive work	

Bank Teller , Best of the Golden West, Maren, CO	Mo/Yr – Mo/Yr
▪ Assisted customers conducting financial transactions with attention to details and privacy	