

AURELIO SANCHEZ
1876 N.E. 118th Avenue
Portland, Oregon 97220
(503) 555-6565
sancheza@pdx.edu

EDUCATION

Currently enrolled as a junior pursuing a **Bachelor of Science degree in Biology** from Portland State University, Portland, Oregon, September 200X to present. **GPA: 4.0**

CERTIFICATIONS

Certified Medical Technologist
Certified Phlebotomist

RELATED EXPERIENCE

Rehabilitation Therapy Assistant

Inpatient Rehabilitation Therapy Department, Oregon Health Sciences University, Portland, Oregon
(June 200X to present)

- Assist therapists with direct patient care.
- Transfer patients.
- Provide balance and gait training.
- Clean and prep patient areas; stock linens and other supplies.
- Perform basic clerical tasks.

Receptionist/Medical Assistant

Neighborhood Health Clinics, Portland, Oregon (September 200X to June 200X)

- Greeted patients.
- Performed initial intake interview to determine healthcare concerns.
- Scheduled follow-up appointments.
- Input client records into database.

Lab Technician

Multnomah County Health Department, Portland, Oregon (June 200X to September 200X)

- Conducted quantitative and qualitative tests on a variety of medical laboratory specimens.
- Interpreted results of laboratory tests.
- Maintained accurate records.

ADDITIONAL EXPERIENCE

On-Call Interpreter/Translator, International Language Bank, International Refugee Center of Oregon (IRCO), Portland, Oregon (June 200X to present)

- Provide Spanish/English language interpretation in medical, legal, and social services venues.
- Translate documents from English to Spanish.

LANGUAGE SKILLS

Fluent in Spanish, proficient in French

COMPUTER SKILLS

Word, Excel, Access, PowerPoint

MERLE C. FAIRFAX
522 S.E. 32nd Avenue
Portland, Oregon 97202
(503) 555-9929
fairfaxm@aol.com

EDUCATION

Bachelor of Arts, Business Administration — General Management
Bachelor of Arts, Spanish
Certificate of International Business
Portland State University, Portland, Oregon 200X

COMPUTER SKILLS

Word, Excel, Access, PowerPoint, WordPerfect, Lotus 1-2-3

EXPERIENCE

Front Desk Receptionist/Public Relations Assistant

Center Courts Athletic Club, Portland, Oregon (March 200X to June 200X)
Greeted and registered members and guests. Conducted tours of facility and explained benefits. Attended to members' needs and made reservations. Promoted club programs. Developed flyers and informational brochures. Answered telephone inquiries; collected and processed payments on accounts.

Manager

The Coffee House, Portland, Oregon (June 200X to December 200X)
Served customers at Saturday Market food booth. Presented and promoted product line. Oriented and trained new employees. Directed set-up and closing procedures. Balanced daily receipts and controlled cash flow. Managed and supervised food booth at Arts Festival with a crew of 20. Screened and interviewed applicants.

Order Desk/Billing Clerk

Ruston Wholesale Glassware, Portland, Oregon (May 200X to April 200X)
Assisted customers with glassware selections. Handled telephone orders, explained shipping policies to customers, and invoiced daily orders.

Receptionist

Risk Tours, Inc. Portland, Oregon (May 200X to March 200X)
Assisted travel agents and clients with tour reservations and information. Presented slide shows to promote tours. Placed reservations with airlines, hotels, and restaurants for groups of 50 to 150. Reported weekly status of each tour. Escorted group of 50 Spanish students on a five-day tour of Oregon.

ADDITIONAL EXPERIENCE

Retail Sales Clerk, School Bus Driver, Landscaper's Assistant
International Exchange Student to Quito, Ecuador
International Student Host — hosted students from Japan and South America

INTERESTS

Racquetball, antique clothing, and Italian cuisine.

SHAQUILLE TIMMS
13779 Rose Lane
Beaverton, Oregon 98765
(503) 555-5555
timmss@aol.com

OBJECTIVE Public Information Representative with the Department of Environmental Quality

EDUCATION Portland State University, Portland, Oregon

- Currently taking postbaccalaureate courses in Graphic Design, June 200X to present.
- B.S. in Political Science, June 200X.
 - Graduated with honors; GPA: 4.0
 - Pi Sigma Alpha, National Political Science Honorary
 - Diversity Achievement Scholarship

RELATED EXPERIENCE **Reporter**, The Skanner, Portland, Oregon.
Research and write news articles. Edit copy. Primarily responsible for reporting on Oregon Legislature and community cultural events. (September 200X to present)

Public Information Intern, Department of Fish and Wildlife, Portland, Oregon.
Researched, wrote, and edited news releases, brochures, pamphlets, and other written and electronic materials for distribution to newspapers, radio stations, magazines, and other periodicals. Helped edit newsletter and web site. Served as web site maintenance manager. Wrote articles for internal and external publication. (September 200X to March 200X)

Reporter/Columnist, The Vanguard, Portland State University, Portland, Oregon.
Wrote weekly opinion column. Researched and wrote news articles. Edited copy. (September 200X to June 200X)

Proof Reader, Waggener Edstrom, Lake Oswego, Oregon.
Proofed internal and external documents for publication. Demonstrated ability to work independently. (June 200X to June 200X)

ADDITIONAL EXPERIENCE **Policy and Communications Team Intern**, Oregon Economic & Community Development Department, Salem, Oregon.
Helped economist update economic trends and data. Assisted the policy research analyst with various data-intensive projects. Produced graphs, tables, and charts from major federal data sources. Helped webmaster update departmental home page. Researched web sites to identify and download numerical data. (June to August 200X)

COMPUTER SKILLS **Software:** Word, Excel, Access, PowerPoint
Graphic Design Software: PageMaker, PhotoShop, Illustrator, FreeHand, QuarkXpress, CorelDraw, MS Publisher
Languages: C++, Visual Basic, HTML, Java, JavaScript