

**Susan Spartan**  
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Contact information and the position desired are clearly stated.

**OBJECTIVE:** Desire a full-time position in a clinical laboratory setting to participate in the advancement of biomedical research

#### EDUCATION

**Bachelor of Science in Zoology, Michigan State University** East Lansing, MI  
May 2003

- Dean's List – 9 semesters; GPA: 3.5
- Study Abroad – Tropical Ecology and Forest Management; Puerto Rico

Degree and date of graduation clearly indicated

Skills that might not be apparent from jobs listed where they will be noticed

#### LABORATORY SKILLS

- Electron and Light Microscopy
- Separation of compounds utilizing Thin Layer Chromatography (TLC)
- Gel Electrophoresis and ELISA Techniques
- Detailed anatomical knowledge gained through dissections

#### WORK EXPERIENCE

**Pharmacy Technician, Howard Pharmacy** Escanaba, MI  
Summer 2002

- Developed an understanding of the pharmaceutical industry language
- Communicated with customers, physician offices and drug representatives about questions about prescriptions and drug-drug interactions
- Learned about many drugs and their common indications
- Entered data for insurance claims, filled prescriptions, and maintained inventory

**Waitress, Wanker's Restaurant and Pub** East Lansing, MI  
August 2000 - present

- Acquired excellent communication skills in a diverse setting
- Developed time-management skills in a fast-paced environment
- Provided quality customer service and cultivated client relationships, increasing customer satisfaction and repeat sales
- Applied marketing and “upselling” skills to increase sales of desserts and appetizers
- Exceptional dexterity and coordination skills; able to balance multiple plates of food over my head while singing

These job descriptions include both what was done and the skills developed.

*References on request.*