

Carman Chu

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Objective Medical assistant for a medical office, looking to go into nursing.

Education *The University of British Columbia, Vancouver, BC*
Bachelors of Arts Degree in Psychology
May 26, 2023

Employment **PHARMACY ASSISTANT**
Shoppers Drug Mart | Nov 2022 - Present

- Assisted in the dispensing of medications, including counting and labelling prescriptions accurately and efficiently
- Maintained patient records by updating their profiles, verifying insurance coverage and processing claims
- Answered incoming calls and responded to patients' questions and concerns in a professional and timely manner
- Maintained a clean and organized work environment

BARISTA

Starbucks | May 2016 — Nov 2021

- Kept café cleanliness by mopping, sweeping, and wiping down tables
- Prepared and served food and drinks in a fast-paced environment
- Greeted customers and maintained customer needs with a positive attitude
- Performed all duties assigned while opening or closing the store

CASHIER

Triple O's | July 2015 — February 2016

- Operated cash register and assisted purchases with customers
- Processed customer orders accordingly and accurately in an efficient manner
- Maintained a clean and tidy workplace
- Followed restaurant and health code guidelines

Skills**Professional:**

- Customer Service
- Controlling Expenses
- Organization Skills
- Conflict Resolution
- Multitasking

Languages:

- Cantonese
- English

References

Available on request.