

LISA SMITH

PERSONAL

Name

Lisa Smith

Address

3901 Daisy Lane
92054 Oceanside, California

Phone number

555-123-4567

Email

example@cvmaker.com

SKILLS

Customer Service



Written & Oral Communication



Attention to Detail



Cloud-Based CRM



Compassion



Organization



Compassionate and detail-oriented current Beckmo employee seeking to join the Pharmacy team as a technician in our Vista location. Currently, an enrolled student at UC San Marcos working on my RN degree, who has demonstrated strong communication, customer service, and problem-solving skills. Previous medical office work history at answering phone calls, reading prescription labels, and working with frustrated patients. A proven record of working without direct supervision, meeting deadlines, organizing files, cloud-based data entry, and medical terminology. Always channels constructive criticism into positive lesson learning, and strives to maintain a positive demeanor.

RELEVANT EXPERIENCE

Full Time Cashier

Aug 2020 - Present

Beckmo Wholesale, Vista, California

Currently serving as a full-time cashier for Beckmo Wholesale location #124 in Vista, California. Key accomplishments include :

- Successfully maintained a zero cash shortage ratio, received no customer complaints, and recipient of Presidents Award for superior customer service (May 2022).
- Currently, maintaining a perfect attendance record (FY 2021 through current).
- Lead new cashier training program for seasonal hires in November 2022.
- Exceptional service record handling customer objections and maintaining a positive attitude at all times.

Medical Office Receptionist

Jun 2018 - Jul 2020

The Medical Offices of Dr. Lewis Jackson, Oceanside, Calif.

Served as a medical office receptionist for Dr. Lewis Jackson during my Senior year of high school and shortly after graduation. Common duties and responsibilities include:

- Maintaining a positive demeanor during all customer interactions.
- Answered patient phone calls, set up appointments, and completed minor insurance billing tasks.
- Following up with patients on lab testing results, pharmacies on refill requests, and medical equipment vendors.
- Adhere to HIPAA guidelines for patient privacy.

EDUCATION

High School Diploma

Sep 2016 - Jun 2019

Oceanside High School, Oceanside, California

REFERENCES

Rachael Janeck

Beckmo Wholesale

On Request

Jennifer McDonald

The Medical Offices of
Dr. Lewis Jackson

On Request

Linda Charleston

Oceanside High
School

On Request