

James Day  
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Can work cohesively with others in a team as well as alone. Have intuitive grasp of computers and their functionality, in addition to studying for CompTIA certification. Would like to work with computers going forward in the future.

## Work experience

Mathnasium (2014-2016)

Position: Lead Instructor

Responsibilities: Assisting children with various math problems, coordinating with instructors, working with multiple students efficiently and effectively

La Jolla Seville (2018-2020)

Position: Front Desk Attendant

Responsibilities: Assisting residents with miscellaneous tasks, answering phone calls, making memos

Lifeback Tax (May 2020 – Sept 2020)

Position: Office Administrator

Responsibilities: Providing clients with customer service through the phone, organizing and filing documents, charging customers

Delta Drugs Pharmacy (Feb 2021 – present)

Position: Pharmacy Technician

Responsibilities: Reliably providing patients with their medications, providing patient support in a high call environment, abiding HIPPA policies

## Education

Moorpark college

AS Math

AS Physics

AA Natural sciences

## **Skills**

Proficient with Microsoft office

Organized and detail oriented

Extensive knowledge in basic computer hardware

High quality customer service and phone use