



Jason P. Burke

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Objective

My goal is to increase my knowledge and proficiency in all aspects of the IT field.

Highlights of Qualifications

- Organized and detail-oriented; knack for understanding procedures and logistics.
- Strong skills in time management, prioritizing tasks, and meeting deadlines.
- Expert knowledge and abilities in written and oral communication.
- Innovative, enthusiastic, and uncompromising work ethic.

Relevant Experience

Work Experience:

-5 1/2 years' experience in the pharmaceutical research field performing high volume medical procedures, as well as being the first impression customers receive of the company.

Communication & People Skills:

- Consistently maintain a positive attitude and enjoy helping people.
- Articulate and effective working with people of varied backgrounds and temperaments.
- Accurately record, retain, and verbally communicate detailed information.
- Cooperatively work with others to produce and deliver on assigned tasks.

Organization & Time Management:

- Problem solver who quickly grasps complex situations and creates manageable tasks.



-Produce quality work even under extreme time pressure and deadlines.

Technical Skills:

-Well versed in Microsoft Word, Works, Excel and E-Clinics.

-Able to comprehend and master new systems quickly.

Education

Austin Community College, Austin, TX-Microbiology/Psychology 2001; 2012-2013

Texas State, San Marcos, TX-Computer Information Systems; 1999-2000

Work History

Trinity Gardens, June 2012-July 2014

Pharmaceutical Product Development, February 2007-June 2012

Econo Lodge, 2005-2006

Penbur Farms, 2003-2005

Johnny Carino's, 2002-2003

Oak Run/ Austin Trail Apartments, 2000-2002