**Imani Sangster**

1827 E. 7th Street ⦁ St. Paul, MN 55119 ⦁ 651-468-5492 ⦁ missjai5@yahoo.com

**Relevant Experience**

* Received degree for Associate of Applied Science in Health Information Technology (May 2016).
* Completed 40 internship hours at the Allina Commons, Minneapolis (March 14-18, 2016).
* Excelled in important classes such as: Medical Terminology, Legal Aspects of the Health Record, and Computerized Health Information
* Current member of AHIMA (ID#: 2564302)

**Employment**

**Valu Thrift Store** ⦁ 2145 Old Hudson Road ⦁ St. Paul, MN ⦁ 651-702-5920

Position: Sales Associate (Aug 2015-Present) ⦁ Manager: Jean Richardson

* Assist customers on the sales floor, at the cash register, and on the phone
* Responsible for bringing out new merchandise on to the sales floor
* Offers support to different departments/areas of store
* Promoted to lead cashier within 2 months of hire

**CVS Pharmacy** ⦁ 316 15th Ave SE ⦁ Minneapolis, MN ⦁ 612-331-3252

Position: Shift Manager (Sep 2005-Aug 2015) ⦁ Manager: Jocelyn Olson

* Assisted customers on the sales floor, on the phone, in the photo area, and in the pharmacy
* Responsible for balancing cash registers and training in new crew members
* Completed daily paperwork and weekly payroll
* Collaborated with team members to give exceptional service to our customers
* Received recognition for upholding CVS’ “Values In Action”
* Responsible for maintaining inventory levels weekly and participates in yearly store-wide inventory audit

**Mall of America** ⦁ Bloomington, MN 55425 ⦁ 952-883-8000

Position: USPS Clerk (Jun 2006-May 2008) ⦁ Manager: Michelle Richardson

* Daily opening and closing of the store, which included counting cash drawers and making bank deposits
* Assisted customers with mailing packages via USPS
* Educated customers on product and service offerings
* Able to work efficiently in a fast paced environment without supervision

**Education**

**Saint Paul College** ⦁ 235 Marshall Ave ⦁ St. Paul, MN ⦁ 651-846-1600

Associate of Applied Science in Health Information Technology, graduated May 2016

Completed internship at the Allina Commons, Minneapolis

GPA: 3.4

**Minneapolis Community And Technical College** ⦁ 1501 Hennepin Ave ⦁ Minneapolis, MN ⦁ 612-659-6000

Certificate for Sterile Processing Technician, graduated May 2008

Completed internship at Minneapolis Children’s Hospital

GPA: 3.5

**References**

Available upon request