

Sandra Joshy

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PROFESSIONAL SUMMARY

Exhibits superb communication and interpersonal skills. Dedicated to fostering a welcoming and an inviting atmosphere. Dedicated in specializing and collection development. Stays up-to-date on new technologies. Knowledgeable and seeks employment within the system. Fast learner and multi tasker willing to work in a flexible schedule, including weekends.

EDUCATION

College of DuPage

Glen Ellyn, IL, 60137

Expected completion: May
2018

- Major: Accounting
- Related courses: Accounting, Calculus , English composition, General Psychology, Cultural Anthropology

SKILLS & ABILITIES

- Adaptable learner
- Excellent communication skills
- Student representative to attend the National seminar on “Corporate Governance”
- Volunteer recognition from Loyola University of Chicago, IL

EXPERIENCE

CLERICAL ASSISTANT

College Of DuPage Foundation

College Of DuPage

425, Fawell Blvd, Glen Ellyn, IL, 60137

October 2017

Cashier

Follett's COD Bookstore,

College Of DuPage

425, Fawell Blvd, Glen Ellyn, IL, 60137

December 2016 to February 2017

Semi Pharmaceutical Associate

Blistex Inc.

Oak Brook

June 2016 to August 2016

- Inspected and tested components, assemblies and power tools
- Helped achieve the pharmacy business objectives by increasing sales and gross margins.

September 2016 to November

Research volunteer

2016

Loyola University Medical Center, Chicago, IL

- Helped the principal investigator with BMI calculations and anthropometrics
- Assisted research assistants with installing heart rate monitors on the participants
- Confirmed the participants completed their designated forms.