# C/L Cindy



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3825 Utterback St, Pittsburgh, PA 15213

## EDUCATION

## Biological Sciences, Pharmacy Track

University of Pittsburgh, Dietrich School of Arts and Sciences May 2025

GPA: 3.571

### Conestoga High School

*Berwyn, PA*June 2021

GPA: 4.83

# ACHIEVEMENTS

- Dean's List
- PEO Local Scholarship Award

# ACTIVITIES

- VP of Badminton Club | August 2022 present
  - Facilitate weekly practices
  - Manage court usage and club equipment
- The Maker's Clubhouse | February 2022 April
  2022
  - Led over 50 elementary students in discussions about community and supervision over various activities
- English Teacher | March 2020 August 2020
  - Taught personalized introductory English over weekly online meetings to young children
- Calligraphy Club | August 2019 June 2021
  - Founder and President of Calligraphy Club
- Taught classes in person and on Zoom
- Organized projects
- Worked with the VP to run meetings

## COURSEWORK

- Biology
- Organic Chemistry
- Drugs and Behavior
- Chemistry
- Physics
- Psychopathology

## EXPERIENCES

## Pharmacy Technician

Paoli Pharmacy | Paoli, PA | May 2021 – September 2022

- Meticulously measured prescriptions and filled 50-100 orders daily and handled the organization of inventory for 400 prescription drugs
- Provided great customer service by answering questions, assisting in finding over-thecounter-needs, handling payment, taking prescription refills, and updating customers regarding the status of their prescriptions
- Strictly followed the Health Insurance Portability and Accountability Act (HIPPA) and Fraud, Waste, and Abuse (FWA) protocols
- Concisely relayed messages to the pharmacist and communicated well with the team
- Proofread and revised hundreds of scripts for accuracy to avoid audits

#### **Hostess and Waitress**

Poseidon | Paoli, PA | June 2022 – August 2022

- Coordinated with third-party delivery services to provide accurate and timely handoff of orders
- Handled daily restaurant operations and duties

#### Cashier

### Kung Fu Tea | King of Prussia, PA | June 2019 – June 2022

 Guided over a hundred customers daily through the process of placing orders by making recommendations and answering questions

#### Sushi Fuku | Pittsburgh, PA | August 2021 – December 2021

• Provided excellent customer service while maintaining stringent restaurant standards

#### Hot Wok | Exton, PA | June 2017 - June 2021

- Coordinated tasks between team members
- Maintained and supported online ordering services: Doordash, UberEATS, and Grubhub
- Assisted in the training and onboarding of new staff

#### Tutor

#### Villanova, PA | November 2020 – February 2021

 Provided individualized tutoring services to middle and high school students in Math and English