

CHIAMAKA OKONKWO

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Professional Summary

Highly motivated and committed professional with proven history of superior performance at individual, team and organizational levels. Strong ability to multitask and prioritize workloads. Detail oriented. Exceptional in record keeping, research, laboratory terminology, and data analysis. Seeking to bring customer service, biological, and analytical background to a health care environment.

Education

Texas Tech University - Lubbock, TX (December 2018)

Bachelor of Science in Biology, Minor: Chemistry, GPA: 3.22

Cedar Valley College - Lancaster, TX (May 2016)

Associate of Science, GPA: 3.46

Relevant Coursework: Genetics, Biochemistry, Microbiology, Statistical Methods, Physics

Work Experience

Bob Mills Furniture – Lubbock, TX, (04/2018-12/2018)

Payment Specialist

- Processed payments by check, cash, debit and credit and maintained accurate drawers.
- Provided excellent customer service face to face, by phone and via email.
- Analyzed department documents for appropriate distribution and filing.

Target – Lubbock, TX, (10/2017-01/2018)

Cashier

- Handled cash, credit, debit cards and personal checks, providing correct change in payment transactions.
- Collaborated with team to ensure quality customer service

Nothing Bundt Cakes – Cedar Hill, TX, (03/2016-01/2017)

Guest Service Representative

- Welcomed customers into the store and helped them locate items.
- Maintained smooth check-out process and provided conflict resolution.

Leadership/Involvement

Texas Tech Collegiate 100, Historian (2017-2018)

Dr. Bernard Harris Pre Medical Society, (2017-Present)

Multicultural Association of Pre Med Scholars (MAPS), (2017-Present)

Sigma Alpha Lambda, National Leadership and Honors Organization, (2017-Present)

Health Occupation Students of America (HOSA), (2016-2017)

Phi Theta Kappa Honor Society, Secretary (2014-2015)

Hospital Volunteer and Observer, (02/2018-09/2018)

- University Medical Center- Lubbock, TX

Intern, (08/2018-12/2018)

- South Plains Wildlife Rehabilitation Center- Lubbock, TX

Mentor, (10/2016-12/2018)

- Ted Phea Boys and Girls Club- Lubbock, TX
- Talkington School for Young Women Leaders- Lubbock, TX
- Ervin Elementary- Lubbock, TX

Volunteer, (10/2016-03/2018)

- Ronald McDonald House, Lubbock, TX
- South Plains Food Bank, Lubbock, TX

Skills

- MS Office proficiency (Word, PowerPoint, Excel, Outlook)
- Data analysis and collection (BLAST, FTIR)
- Customer service