

# SUJATA THINDA ABBOTT

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**OBJECTIVE:** To obtain a position as an entry -level procurement, supply chain, operations or buyer professional where my excellent organizational, communication, and management skills can be effectively utilized in a diverse environment such as your organization.

## EDUCATION:

San Jose State University, San Jose, CA (Cumulative GPA 3.5)  
Bachelor of Science in Biological Science - Concentration in Molecular Biology (December 2006)  
Bachelor of Science in Justice Studies - Emphasis in Forensic Science and Minor in Chemistry

California State University, East Bay - Hayward, CA (Cumulative GPA 3.5)  
Master of Business Administration - Concentration in Management and Finance (December 2010)

## PROFESSIONAL SKILLS:

Proficient in Microsoft Office Suite: Microsoft Word, PowerPoint, and Excel  
Academic Experience in Oracle  
Excellent Clinical Research Skills  
Medication Inventory Management  
FDA Compliance  
Medicare, Medicaid & Insurance Claims Processing  
Customer Service / Customer Relations  
Prescription Processing  
Medical & Pharmaceutical Terminology  
Clinical Operations/ Protocols  
Bilingual: Punjabi & Hindi

## RELEVANT COURSEWORK:

- Strategic Management: Capstone (Developed and utilized knowledge in planning, organizing, and assessing business proposals)
- Managerial Communication (Gained the ability to translate business metrics into actionable activities to improve products and services)
- Enterprise Planning/Controlling (Applied methods and techniques of supply chain planning and operations scheduling)

## EMPLOYMENT BACKGROUND:

### Manager, V.K Clean Machine Incorporated, San Jose, CA

2011-Present

- Assisted in Procurement (ordering parts, managing returns and inventory control).
- Planned and directed all functions of the company
- Enforced strong leadership skills to ensure efficient/ effective utilization of corporate resources.
- Analyzed market trends to determine potential of growth-monitored sales performance regularly.
- Assisted the Accountant with the financial upkeep of the company.

### Pharmacy Ancillary, Longs Drugs Pharmacy (NOW CVS), San Jose, CA

2007-2008

- Trusted by pharmacist and pharmacy manager to process, sell new and refill prescriptions to numerous customers.
- Carefully managed and double checked patient's personal/insurance information and their prescriptions.
- While attending college worked 40+ hour weeks, consistently provided excellent in-person and phone customer service.
- Frequently communicated with doctors and insurance companies to resolve various issues and problems. Assisted the pharmacy with faxing and filing documents in a timely manner.
- Consistently made sense of illegible prescriptions, reported those issues to the pharmacist to ensure data integrity.
- Quickly learned and utilized the Long's Drugs computer system/application which was required to accomplish daily tasks.
- In charge of receiving, storing, and doing the inventory of pharmaceutical supplies and medications in a timely manner.

### Teaching Assistant - Biology Department, San Jose State University

2005-2006

- Trusted to support and partner with two teachers and ~200 students. Directly responsible for grading papers and exams in a timely manner, while maintaining updated grade sheets. Inputted grades into the grade sheet as appropriate (Excel).
- Worked directly with students answering various questions in regards to course material presented in lectures.

## VOLUNTEER EMPLOYMENT:

**Dispersal Volunteer, Regional Medical Center of San Jose, CA**

**2004-2006**

- Carefully assisted with numerous daily functions of the hospital including; organizing confidential medical records, information/customer support, phone calls and other duties as needed/assigned.

**HONORS:**

- Certificate of Training in Biology and Chemical Safety (2002)
- Golden Key International Honor Member (2010)