

## Debinder Vander

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Los Angeles, CA 90210

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Cell: (310) 630-5555

### Education

**Bachelor of Science, Health Science**

Graduation: May 2008

**Minor: Political Science**

California State University, Fullerton

### Work Experience

Private Tutor

September 2008 – May 2009

**Tutor**

- Assist children with daily homework tasks and supplemental assignments
- Uncover roadblocks to children success and respond appropriately to remove them

Cancer Research Center at California State University Fullerton

December 2007 – May 2008

**Student Intern**

- Created surveys in order to collect data for cervical cancer in the Samoan Community
- Inputted data into the SPSS system in order to analyze findings
- Organized and presented findings to the Samoan Community of Nurses

Central Drugs Pharmacy, La Habra, California

January 2005 - August 2005

**Lead Pharmacy Clerk/Supervisor**

- Supervised pharmacy clerks
- Placed daily orders for store supplies, stock store shelves, and organized floor sets
- Perform customer service duties

La Habra Animal Hospital, La Habra, California

February 2002 – August 2005

**Secretary/Office Supervisor**

- Supervised office staff
- Updated and revised filing and billing systems
- Placed orders for medications and office supplies
- Assisted doctor with pet care and talk to clients about how to care for pets after surgery/treatment

### Volunteer Experience

Multicultural Leadership Center, California State University, Fullerton

May 2007 – May 2008

**E.M.B.R.A.C.E. Facilitator**

- Facilitate workshops of 10-15 students
- Educate students on issues of diversity, multiculturalism, social justice, and advocacy

Flying Samaritans, California State University, Fullerton

December 2005 – May 2008

**Student Volunteer**

- Work with doctors to offer medical care to poverty stricken areas of Mexico
- Work triage and take vital signs of patients

### Skills

- Proficient in Microsoft Word, PowerPoint, Excel, and Outlook
- Superior leadership and public speaking skills
- Excellent verbal and written communication skills
- Able to multi-task and maintain attention to detail
- Excellent time-management skills

**Debinder Vander**

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Objective: Include what you're looking for in a position; these should be more specific, like "Looking to assume the position with your company with 3+ years of "whatever" experience

Looking to assume a position with your company where my experience in leadership and public speaking can be utilized

**Education**

**Bachelor of Science, Health Science**  
**Minor: Political Science**  
California State University, Fullerton

Graduation: May 2008

**Work**

**Experience Employment.....**

**Include Forever 21 Position here.**

Forever 21, Montebello, CA

August 2009 – Present

**Cashier/Sales Associate**

- Determine customer wants and needs to sell them the ideal product
- Ring up customers at cash register
- Answer phone calls

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Private Tutor  
**Tutor**

September 2008 – May 2009

- Assisted children (how many children? 3 children ages 7,8, and 12)with daily homework tasks and supplemental assignments
- Uncovered roadblocks to children success and respond appropriately to remove them (Can you give figures for the progress you helped your children attain? i.e. improved scores by 50% or took kid from "C" to "B" average the 7 year old improved reading, spelling and grammer and went from a C average to a B+ in English. 12 year old went from a B average to an A- average in both English and Science. 8 year old went from a B- average in Math to an A average.)

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Cancer Research Center at California State University Fullerton  
**Student Intern**

December 2007 – May 2008

- Created surveys (How many surveys? 2) in order to collect data for cervical cancer in the Samoan Community
- Inputted data into the SPSS system in order to analyze findings
- Organized and presented findings to the Samoan Community of Nurses

Central Drugs Pharmacy, La Habra, California  
**Lead Pharmacy Clerk/Supervisor**

January 2005 - August 2005

- Supervised pharmacy clerks (How many clerks? 4 clerks) and how did you supervise them? Made sure they were coming to work as scheduled, taking breaks at the right time, coming in on time, and using their time at work effectively
- Placed daily orders for store supplies, stock store shelves, and organized floor sets
- Performed customer service duties, like? Answer phone calls, inform patients their medication was ready, helped patients find medications or any other supplies within the store

La Habra Animal Hospital, La Habra, California

February 2002 – August 2005

**Secretary/Office Supervisor**

- Supervised office staff (How many staff members?) 6
- Updated and revised (revised? Does this mean you created a new system?) filing and billing systems (What are the names of the systems?) Everything was on paper but when I got there we set up a computer system so we could schedule appointments and keep track of billing all with one system. The system was called Cornerstone. We also organized the paper files so that we would have each clients progress recorded within the file and their billing information on the computer so we could cross reference like that. The computer system would also automatically print out reminders every week so we could mail them to the clients to remind them of appointments.
- Placed orders for medications and office supplies (Can you calculate an average of how many orders a day you placed?) Orders were placed on an "as needed" basis. It was usually once a week.
- Assisted doctor with pet care and talked to clients about how to care for pets after surgery/treatment

**Volunteer Experience**

Multicultural Leadership Center, California State University, Fullerton

May 2007 – May 2008

**E.M.B.R.A.C.E. Facilitator**

- Facilitated workshops of 10-15 students
- Educated students on issues of diversity, multiculturalism, social justice, and advocacy

Flying Samaritans, California State University, Fullerton

December 2005 – May 2008

**Student Volunteer**

- Worked with doctors to offer medical care to poverty stricken areas of Mexico
- Worked triage and took vital signs of patients

**Skills**

- Proficient in Microsoft Word, PowerPoint, Excel, and Outlook, include the systems you used for medical places Cornerstone, SPSS
- Superior leadership and public speaking skills
- Excellent verbal and written communication skills
- Able to multi-task and maintain attention to detail
- Excellent time-management skills
- Think about and include your individual contribution to each place of employment and put them here, all the highlights. These will be what separates you from just another person performing their job.

La Habra Animal Hospital: increased profits because the reminders helped to bring in clients on a regular basis and with the billing system we could tell who hadn't made payments. Cut down on patient wait time since the files were organized.

Central Drugs Pharmacy: cleaned up the appearance of store to make it more visually appealing and easier to navigate for customers

Cancer Research Center: took initiative to organize e-mail system for supervisor to cut down on time when trying to get in contact with business associates

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## Objective

Medical Administrative Professional with demonstrated leadership experience seeks the position with your company where over 7+ years of educational and corporate success will add to your organization's goals.

## Education

**Bachelor of Science, Health Science**  
Minor: Political Science  
California State University, Fullerton

**Graduation: May 2008**

## Summary of Qualifications

- Helped Spearhead findings for cervical cancer data to the Samoan Community of Nurses
- Supervisory Experience, that includes managing over 10+ employees for mid-size companies
- Increased Profits at La Habra Animal Hospital due to Creation of Cornerstone Electronic System
- Stabilized relationship between supervisor and business associates by Organizing E-mail System

## Employment

**Forever 21, Montebello, CA**  
*Cashier/Sales Associate*

**August 2009-Present**

• Consults with and Determines customer wants to recommend suitable product • Handles returns and exchanges • Meets daily sales goals and; • Accomplishes doing repetitious work accurately, including ringing up customers at cash register.

**Private Tutor, Los Angeles, CA**  
*Tutor*

**September 2008 – May 2009**

• Tutored 3 elementary school students with daily homework tasks and supplemental assignments • Uncovered roadblocks to student success and responded appropriately to remove them • Progress included 2<sup>nd</sup> Grader starting at a C average and ended with B+ in English • 6<sup>th</sup> Grader started at a B average and ended with an A- average in both English and Science; and • 3<sup>rd</sup> Grader started at a B- average in Math and ended with an A average.

**Cancer Research Center at California State University Fullerton, Fullerton, CA**  
*Student Intern*

**December 2007 – May 2008**

• Created 2 surveys for collecting data for cervical cancer in the Samoan Community • Analyzed findings from SPSS System; and • Organized and presented findings to the Samoan Community of Nurses.

**Central Drugs Pharmacy, La Habra, California**  
*Lead Pharmacy Clerk/Supervisor*

**January 2005 - August 2005**

• Supervised 4 pharmacy clerks, which included managing employee schedule and assigning tasks for employees to make use of time effectively • Placed daily orders for store supplies, stocked store shelves, and organized floor sets • Performed customer service duties, which included answering calls and assisting customers with product buys and prescription fills.

**La Habra Animal Hospital, La Habra, California**  
*Secretary/Office Supervisor*

**February 2002 – August 2005**

• Supervised 6 office staff • Updated and revised filing and billing systems; Created Cornerstone electronic system for scheduling appointments, keeping record of billing, and reminding clients of appointments; Organized paper files to cross reference progress of each client with Cornerstone system; Cornerstone system increased efficiency by over 50% • Placed orders for medications and office supplies • Assisted doctor with pet care and consulted with clients about how to care for pets after surgery/treatment.

## Software/Skills

Proficient in Microsoft Word, PowerPoint, Excel, and Outlook; Cornerstone, and SPSS, Fluent in (Indian Language).