

MARY JANE SULLIVAN

123 Lake St. * Cleveland, OH * (216) 555-1212 * MJS@email.com

The Perfect Pharmaceutical Salesperson

I've worked medical reception since the age of thirteen and have an intimate knowledge of doctors, pharmaceutical products, and all the tricks for getting past reception. I am also very comfortable with product promotion, customer service selling, and I am highly motivated to succeed.

PERSONAL CHARACTERISTICS

- University-educated and results-oriented
- Pleasant, friendly, and professional appearance
- Well-organized and hardworking
- Have worked with over 15 doctors in past 10 years

EDUCATION

University of Any State West B.A.

2003

WORK EXPERIENCE

Dr. Alan Almos and Partners

Sept. 2003-Present

Receptionist/Office Manager

Mount Holly, NJ

Walk in everyday with phones ringing off the hook and ill, annoyed patients wanting to see the doctor. Day consists of putting patients in rooms, weighing babies, testing urine, booking specialists, handling insurance companies, lawyers and pharmacies, OHIP billing, ordering, and deflecting pharmaceutical salespeople.

All handled with excellent multitasking and communications skills, big coffee, and a smile. Known as "The Lollipop Lady" by all the children and their mothers.

Anytown District School Board

May 2003-Sept. 2003

Accounting Assistant

Laurel Springs, NJ

Reported directly to the Manager of Accounting. Maintenance of the general ledger and preparation of accounting statements. Took initiative on special projects and learned new tax filing system before anyone else in the office.

Livingston Hunt & Country Club

Jul. 2002-Oct. 2002

Tennis Program Coordinator

Livingston, NJ

Coordinated tennis tournaments and games for club members, and tennis pro shop sales.

Arranged various special events for club members, such as the "Country Club Triathlon" a full day event of tennis, golf, and skeet shooting.

The Day's End

Server

Nov 2001-April 2003

Laurel Springs, NJ

Manager would regularly create incentive contests to get rid of a particular stock and whoever sold the most won. I won these contests on many occasions.

Invited to be on promotions teams.

The Donough Hotel

Bar & Restaurant Assistant

Family Physicians Walk In Clinic

Receptionist

May 2001-August 2001

Dublin, Ireland

Dec. 2000-May 2001

Laurel Springs, NJ

Various Doctor's Office (Intermittent and as summer job)

Receptionist

1993-2000

Mount Holly, NJ

OTHER SKILLS

- Fast and accurate typing skills, 60+ wpm.
- Received Smart Serve Certification.
- Proficient in many software applications including, but not limited to: Windows 95, 2000 & XP, Microsoft Office Programs including Word, Excel, PowerPoint, Access, Outlook, various SAP based database systems, and miscellaneous fax and scanning software.

ACTIVITIES

- Member of Pi Beta Phi Sorority at the University of Any State West
- Assisted with the organization of the 2002 New Member Recruitment for the sorority system at the University of Any State West.

INTERESTS

Love reading good narrative fiction, history, and current events. Don't like running on the treadmill but do it anyway. Enjoy my friends and family and mother my four younger siblings.