

# NAME

(503) 123-12345 name@pcc.edu  
Portland, OR 97202

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## OBJECTIVE

Seeking entry-level position as an Ophthalmic Technician

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## EDUCATION

Portland Community College, Associate of Applied Science, OMT (expected) 2007  
President's List 6 consecutive terms - 3.90 GPA

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## PRACTICUM EXPERIENCE

Town Center Vision, Ophthalmic Medical Technician Spring 2006  
Kaiser Interstate, Ophthalmic Medical Technician Fall 2006  
Cascade Eye Institute, Ophthalmic Medical Technician Winter 2007

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## SKILLS AND QUALIFICATIONS

### Technical Skills

- ❖ Perform preliminary exams including patient history, visual acuity, stereopsis and color testing, amsler grid, pre-ops and post-ops
- ❖ Use of manual lensometer, tonopen, keratometer, and various automated instruments
- ❖ Tailored explanation/education depending on procedure, diagnosis and patient comprehension
- ❖ Current CPR and First Aid (list your number)

### Organizational and Customer Service Skills

- ❖ Provide customer service and dealing with the public, using conflict resolution skills and experience working with frustrated individuals
- ❖ Communicate in a friendly, personable manner, in person or on the phone
- ❖ Experience includes working as a team member with individual tasks and assignments
- ❖ Establish and maintain good working relationships with employees, supervisors and the general public
- ❖ Experienced in general office: filing, use of computer software, maintain client files, data entry, 10 key, fax and copy machines, business letters and mailings
- ❖ Developed, and oversaw weekly projects with small group cooperation

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## VOLUNTEER WORK

Albina Head Start Vision screening for 150 children 2006  
Vancouver Free Clinic Vision screening for low income adults 2007

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## WORK EXPERIENCE

Information Assistant	Portland Community College	Portland, OR	Present
Piano/Computer Lab Assist.	Portland Community College	Portland, OR	2003
Bank Teller	Wells Fargo Bank	Portland, OR	2001
Market/Customer Service	Estano Consultants	Beaverton, OR	1998

Member ATPO since January 2007