

Vishaal Pratap

743 Broadway Street
Hayward, Ca 94544
510-314-6515
Pratapvishaal92@yahoo.com

Objective

A full time college student and Pharmacy Technician graduate that is dedicated to utilize my skills and experiences in the work force.

Education

Tennyson High School (Diploma)	09/06 to 07/10
Chabot College- General Education Course	09/10 to 06/2011
Boston Reed Collage	09/12 to 02/13

Qualifications and Skills

- Microsoft word, excel, power point
- CPR for healthcare professional certified

Work Experience

Comfort Inn Hotel, Hayward CA

- Perform routine and extensive maintenance
- Assist with renovation/remodeling of building
- Daily, weekly, and monthly checklist on building and hotel rooms
- Maintained reports for hotel checklisting
- Emergency maintenance request as required
- Customer service and response for assistance with urgent needs
- Housekeeping
- Laundry

McDonald's, Hayward CA

- Crew member
- Cashier
- Politely greeting all customers who enter the store
- Employee Trainer

Taco Bell-Manger in Charge, Union City CA

- Cashier
- Sales and payroll management
- Building Security
- Food service preparation and safety
- Employee Scheduling

- Managed shift schedules and customer services

Employment Plus Program-Internship, Hayward CA

- Hardware and software installation
- Computer Troubleshooting

Bowman Elementary School-Teacher's Assistant Hayward CA

- Tutoring
- Lesson, outlining, and assignment management
- Homework grading
- Student Supervision

Areas of Competency

▪ HIPPA compliant	▪ Prescription refills
▪ Bilingual in Hindi	▪ Answering phone calls
▪ Retrieving written prescription order	▪ Operating cash register