

Vishaal Pratap

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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)
Chabot College- General Education Course
Boston Reed Collage

09/06 to 07/10
09/10 to 06/2011
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

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