



AMANDA SANTOS

Marietta, Georgia 30067 404-452-7585 amandasantos271999@gmail.com

VOLUNTEER

January 2020 - March 2020

Volunteer

Children's Healthcare of Atlanta | Atlanta, GA

- Treated people from all backgrounds with dignity and respect.
- Learned tasks quickly to improve performance.
- Attended community events and meetings to promote organizational goals.

PROFESSIONAL SUMMARY

Motivated Student pursuing a medical degree. Passionate and punctual individual focused on teamwork and quality paired with outstanding communication and presentation abilities. Experienced in managing various projects and utilizing appropriate resources to meet strict deadlines. Dedicated to demonstrating strengths in customer service, time management, and an industrious and systematic approach to learning. Good at troubleshooting problems and building successful solutions. Excellent verbal and written communicator with a strong background in cultivating positive relationships and exceeding goals.

SKILLS

- Detail-oriented
- Tech-savvy
- Ability to multitask
- Time management

EXPERIENCE

September 2021 - Current

Patient Care Technician

Children's Healthcare of Atlanta | Sandy Springs, GA

- Update patient charts through physical and electronic charting
- Prepared for patient admissions by cleaning rooms and setting up ordered equipment for each patient's needs.
- Assisted patients with bathing and feeding for personal health and well-being.

June 2022 - June 2023

Pharmacy Technician

Publix Pharmacy | Marietta, GA

- Kept inventory accurate with effective management and regular cycle counts.
- Minimized risk and maintained accuracy through consistent adherence to proper medication-handling techniques and industry best practices.

March 2020 - October 2021

Surgical Family Center Representative

Northside Hospital | Sandy Springs, Georgia

- Established and maintained working relationships with patients, employees, and public
- Quickly learned new skills and applied them to daily tasks, improving efficiency and productivity.

March 2020 - October 2021

Unit Secretary

Northside Hospital | Sandy Springs, Georgia

- Reviewed and maintained charts for completeness and compliance with EMR guidelines
- Located, checked in, and pulled medical records for patient appointments and incomplete charts

November 2017 - February 2021

Shift Leader/Manager

Papa John's Inc | Sandy Springs, Georgia

- Completed store opening and closing procedures, including setting up registers and checking products
- Trained and mentored new employees to maximize team performance
- Responded to and resolved customer questions and concerns.

EDUCATION

May 2023	Bachelor of Science - Biological Sciences Georgia State University, Atlanta, Georgia
July 2021	Associates - Biology Georgia State University, Dunwoody, Georgia