

**Curriculum Vitae
of
Rossitza Pelovska**

Work experience(unemployed)

980 Main Street Apt #33
Woburn, MA 01801

1. Company: Lahey Clinic
- August 2005- May 2015
Position: Medical Assistant

Job Functions:

- Maintained patients flow
- Checked patient vital sings
- Scheduled appointments for future visit and referred patients to another department
- Assisted doctors with biopsies and other procedures

2. Company: Building #19 Department store
-September 2002- July 2005
Position: Service Deck Clerk/ Cashier

Job Functions:

- Helped clients to return an exchange their merchandise
- Answered the phone calls
- Worked with money

Tertiary Education:

Lazar Stanchev preschool teacher education
Bulgaria(1982-1986)

Secondary Education:

Hristo Karpatchev
Bulgaria(1978-1982)

Certificates:

Lincoln Technical Institute
USA(2004-2005)

Achievements:

- Selected to be employee of the month at Department Store
- Recognize for outstanding academic achievement by being placed on the Dean's List
- Attending Nursing School at present

Skills:

- Good time management
- Customer Service skills
- Able to work well in a team
- Responsibility
- Attention to detail