ANGELICA GOMES

2909 16th Rd S Apt A, Arlington, VA 22204

703-725-7028

angiegomes159@gmail.com

ABOUT ME

I am a recent graduate from George Mason University. I have a B.A. Global Affairs with a minor in Biology and a concentration in Global Economy and Management. I am honest, empathetic, strategic, and a problem-solver. My competencies lie in teamwork, communication, client orientation and customer service, leadership, and empowering others.

EDUCATION —

December, 2020 – George Mason University – Bachelor of Arts in Global Affairs

CERTIFICATES —

2015 - State Certified Pharmacy Technician License

June, 2021 – United Nations Internship Preparation Programme at UNITAR Certificate of Completion

- **Key Achievement**: Was awarded the highest distinction in the class for the best program proposal, and was awarded a recommendation letter.

January, 2022 – The TEFL Academy: Qualifi Level 5 Certificate in Teaching English As A Foreign Language (TEFL) – 168 Hours

EXPERIENCE

2014-2021

Pharmacy Technician, CVS Pharmacy – Part Time (8 Hours)

- Copied, faxed, processed, bagged, and sold prescriptions
- Insurance billing and coding
- Experienced phone representative
- Prescription data entry and decoding
- Organized paperwork and managed inventory

  Key Achievement: Received praise from the District Leader for going above and beyond in customer assistance with the highest score in the district.

2020-Present

Associate Banker, JP Morgan & Chase – Full Time (40 Hours)

- Enthusiastically greet customers, and assist them in their financial needs
- Monetary transactions and financial record keeping
- Ensure financial transactions are completed accurately and efficiently
- Daily clientele follow-up and phone representative
- Copying, faxing, and scanning paperwork
- Proper retention and shredding of confidential information

  Key Achievement: Raised scorecard to one of the top in the district through team effort.

LANGUAGES —

**Fluent in English
Intermediate in French
Beginner in Korean**

KEY SKILLS

- MS Word, PowerPoint, Excel
- Google applications
- Written proposals and presentations
- Knowledge of both Windows, Linux, and IOS systems
- Basic coding knowledge: HTML
- Basic programming languages: R; Python