

# DUE DILIGENCE

100 Deception Ave.

Troy, NY 12180

518-000-\*\*\*\*

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## OBJECTIVE

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Seeking full-time employment with a company that is impressed with my overstated accomplishments, inflated titles and untailed resume ready for mass e-mailing.

## EXPERIENCE

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**2002-2006                      Quick Fix Hospital                                              Troy, NY**

***Administration – Medical Billing Project Management***

- Completely revamped IT system for medical billing.
- Single handedly increased staff productivity by over 30 percent. .

**2001-2002                      Red Flags Amusement Park                                              Lake George, NY**

***Vending Procurement Manager/IT Support***

- Monitored inventory levels, re-order and re-stock.
- Oversaw IT upgrade.

**2001-2002                      AMD                                                                                              Carefree, IN**

***Chip Processor/Fabricator***

- Led production team.
- Helped increase productivity.

**1998-2001                      Employment GAP                                                                                              Carefree, IN**

***Wardrobe Consultant***

- Increased sales volume by 40 percent over previous quarter.
- Provided excellent customer service.
- Demonstrated teamwork in a diverse staff environment.

## EDUCATION

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**Purdue University                                                                                              West Lafayette, IN**

**Computer Science/Business Administration - 1997**

- Major GPA 3.60/Phi Theta Kappa
- Dean's List
- A+ Certification

## REFERENCES

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**Susie Friend 518-000-\*\*\*\***

**Susie's Daycare**

**Crystal Glass 518-000-\*\*\*\***

**Pharmacy Tech – Quick Fix Hospital**

**John Relative 715-000-\*\*\*\***

**CPA**