

TUVSHINSAIKHAN “TUVSHUU” ERDENEBAT

📍 Indianapolis, IN 📞 908.455.0165 ✉ tuvshuu_pcd@yahoo.com

SUMMARY

- My main goal & objective is to complete an Accredited Pharmacy Training Program, to become certified as a Pharmacy Technician, and to work in this profession. To provide excellent customer service, work with the pharmacist, ensure patient safety, and understand pharmacy workflow, and inventory.

EDUCATION

May 2013 – December 2023

- Wayne Township Adult Education Center – Indianapolis, IN – Pharmacy Technician
National Healthcare Association ExCPT Exam and First Aid + CPR Certification
- Ulaanbaatar Mongolia, University of Science and Technology High School, General Studies
Graduated High School Diploma K1- K12

MILITARY EXPERIENCE

MAY 2016 – MAY 2017

- Mongolian Honor Guard, Ulaanbaatar Mongolia, Honorable Discharge
- Adhering to a stringent set of guidelines, which include physical ability
- Consisting of three distinct units: a color guard, parade unit, and drill team

JOB EXPERIENCE

DOOR DASH CORPORATION, DELIVERY DRIVER

JUNE 2022 – PRESENT

- Transporting a wide range of commodities, according to transit routes and time limits
- Packing, emptying, arranging, examining, and running the delivery truck
- Driving a company vehicle to deliver food or other items to customers in a specific location
- Communicating with dispatchers regarding delivery details such as drop-off points, addresses, phone numbers, and names of customers
- Handling concerns such as cold meals or late arrivals following corporate regulations

VEHO TECH, INC, DELIVERY DRIVER

JULY 2022 – PRESENT

- Veho Tech Inc., Drivers provides same-day and next-day delivery services for e-commerce companies
- Drivers use the Veho Tech Inc. application to deliver packages
- It allows drivers to view their route, view stops on their route, navigate to stops, select delivery method, take photos of delivered packages, and collect signatures

RICKS BOATYARD CAFÉ – SERVER & RUNNER

MAY 2022 – DEC 2022

- Welcoming customers and showing them to their table
- Providing menus and information on food and beverage selections
- Taking and delivering customer orders in a timely and friendly manner
- Suggesting additional items like appetizers and desserts
- Writing or printing bills, explaining them to customers, and collecting payments
- Delivering food orders from the kitchen to customers' tables rapidly and accurately
- Acting as the point of contact between Front of the House and Back of the House staff
- Communicating food orders to chefs, paying attention to priorities (e.g., food allergies)

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WALMART CORPORATION – ONLINE GROCERY SHOPPER

JAN 2022- MAY 2022

- Making sure to meet and/or exceed sales and new account goals
- Understanding the information of products/merchandise and communicating their features and benefits
- Logging the information on customer orders into the entry system
- Sharing must-have products based on the latest trends
- Networking at events and marketing Walmart products and services on a regular basis
- Building, enhancing, and maintaining customer relationships through personal interaction and proper maintenance of the client file
- Ensuring the accuracy of orders
- Ensuring the delivery of quality, personalized customer service

Soft SKILLS

December 2023

- Effective Communication
- Professionalism
- Promoting Teamwork and Collaboration
- Thinking Critically and Solving Problems

WIN Career Readiness – Essential Soft Skills Certification

OSHA-10 – Certification Healthcare

LANGUAGES

- Mongolian: Native/ Bilingual
- English: Full Professional
- Russian: Limited

REFERENCES

- Paul Salazar, Business Development Executive
- INTERNATIONAL BUSINESS MACHINES (IBM) CORPORATION
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