

Julissa Maldonado

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PROFILE

With two years of intermediate experience in biology and nursing while attending school, I am currently enrolled in the Biotech Career Foundations certificate program offered by Bioversity in collaboration with the Massachusetts College of Pharmacy and Health Sciences. I am seeking to transition into an early-career role in the life sciences field. My educational background coupled with the technical and soft skills acquired from the program prepare me well as a candidate. I am enthusiastic about applying my skills that include adaptability, organization, and attention to detail, to contribute to the success of your team.

EDUCATION

Bioversity – Biotech Career Foundations

May 2024 – June 2024

Certificate of Completion

UMASS Boston – Boston, MA

Current

Nursing

Boston Arts Academy – Boston, MA

September 2016 – June 2020

Certificate of Highschool Completion

EXPERIENCE

Customer Service Associate

View Boston, Boston, MA

December 2023- Current

- Engaged and communicated with customers to fulfill orders and resolve inquiries
- Handled tasks such as resolving customer inquiries and coordinating operations

Customer Service Associate

United States Postal Service, Boston, MA

July 2021- August 2023

- Ensured by strict adherence to regulations and mail security
- Managed high volumes of mail and tracking shipments, and ensured accurate labeling and sorting as a Window Clerk at USPS

SKILLS

- Attention to detail: Ensuring accuracy in processing transactions, handling sensitive information, and managing inventory translates well into roles requiring precision, such as laboratory work and data analysis in life science settings.
- Organizational skills: Managing large volumes of mail and maintaining orderly records demonstrates organizational skills valuable for managing laboratory samples, inventory, and documentation in biotech settings
- Problem solving and adaptability: Able to quickly adapt to changing priorities and environments, demonstrated in retail and postal service roles, is crucial in the dynamic and evolving field of life sciences.

LANGUAGES SPOKEN

- Fluent in English
- Some Spanish