

Amrinder Singh

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Key Qualifications

- Bilingual professional with a Bachelor's of Science and over 5 years of experience involving problem-solving, multi-tasking, conflict resolution, collaborative communication, and customer satisfaction
- Fluent in Punjabi and English (written and oral); Intermediate in French (written and oral)
- Ability to work under pressure and dedicated team player with the ability to adapt to multicultural settings

Education

Bachelor of Science Degree (April 2020)

Eastern Michigan University; Ypsilanti, MI

Major: Biology

Minor: Chemistry

Endowed/Expendable Scholarship (Fall 2019-Winter 2020)

GPA 3.50 (Cum Laude)

Dean's List (2019)

Associate in Science Degree (May 2017)

Schoolcraft Community College; Livonia, MI

GPA 3.4

Dean's List (2017)

Experience

Walgreens Co.

Canton, MI

Shift Leader

September 2021-July 2022

- Develop and enhance leadership abilities as a liaison between management and non-management team members
- Supervise and train employees while monitoring team performance and ensuring duties are performed efficiently; assign daily tasks accordingly to team members
- Receive and record accurate documentation of deliveries from vendors and corporate warehouses to ensure adequate replenishment of on-hand inventory
- Maintain and analyze daily sales records, cash reports, and bank deposits

Healthcare Representative

June 2019-September 2021

- Assist pharmacy staff with drug inventory, purchasing, receiving, and filling of prescriptions
- Work with pharmacy care representatives in providing excellent patient care
- Facilitate with addressing patient questions and concerns about disease prevention, health promotion, and vaccine guidance

Customer Service Representative

August 2016-June 2019

- Educate customers about the brand to encourage excitement about the company's missions and values
- Handle customer relations issues and manage conflicts in accordance with company policy
- Ensure proper handling of registers and photo lab products including poster print and creative machine, passport photo service, photo kiosks, and personal computer equipment
- Promote the upsell of promotional photo products and seasonal inventory

Dermatology Specialists of Canton

Canton, MI

Medical Clinic Shadower

April 2021-June 2021

- Assisted with minor procedures during clinical appointments which included reviewing patient charts and medical history, analyzing skin conditions linked to patient health, and suturing
- Interacted with healthcare providers discussing medical diagnoses, prognoses, and controversial topics; learned the typical processes in assessing patients
- Examined each approach the Physician Assistant and Physician specifically took towards making the patient better

Waltonwood at Cherry Hill, Singh

Canton, MI

Caregiver / Resident Care

April 2020-July 2020

- Accommodated residents with their activities of daily living- waking, toileting, feeding, safety, light-cleaning, oral care, and bathing
- Promoted safety and wellbeing of the residents through the use of written and verbal procedures, safety equipment, and awareness of any potential dangers
- Provided assistance during mealtime, activities, or wherever necessary
- Proffered emotional support to the residents by treating them with respect and dignity

Eastern Michigan University

Ypsilanti, MI

Marketing Coordinator / Graphic Design Intern

October 2019-November 2019

- Implemented photo-editing and layout configurations through Mailchimp to create website designs to draw prospective students to the College's Master of Business Administration program application page
- Located, evaluated, and created visual elements such as school images, logos, and content typography
- Proofread and edited the program's communication plan through google sheets to assure accuracy in the completion of tasks by the respective deadlines
- Completed email marketing assignments promptly

Eastern Michigan University

Ypsilanti, MI

Chemistry Lab Technician Researcher

May 2019-June 2019

- Prepared chemicals and performed calculations, conversions, and analyses of imines and enamines while documenting work in a data notebook
- Evaluated present experimental design and developed new protocols for future experiments
- Worked closely through communication and collaboration with the assisting professor
- Followed safety procedures to maintain a safe lab environment

Kroger's Co.

Canton, MI

Drug/GM Clerk

January 2016-March 2016

- Gained and maintained knowledge of the inventory sold within the departments in order to make recommendations and ensure that customers got the products they needed
- Priced, stocked, and replenished merchandise according to store layouts
- Briefed customers on upcoming promotions and sales events while helping locate desired items in both the healthcare and retail departments

Volunteer Activities/ Interests**Eastern Michigan University**

Ypsilanti, MI

Swoop's Food Pantry Volunteer

April 2021-January 2022

- Sorting, organizing, and shelving food donations, filling and carrying customer bag orders
- Handing out flyers and discussing with college students at thankful events to draw awareness to the resources available at the pantry
- Alleviate food insecurity and provide basic necessities to low-income students and families

University of Michigan Hospital

Ann Arbor, MI

Hope Ambassador (Helping Our Patients Everyday)

March 2020-January 2022

- Assisting patients, who are navigating their way through the hospital, with accommodations, needs, and directions
- Ensuring safe transport of handicapped or disabled patients to proper appointment destinations
- Creating and promoting community interest in healthcare
- Gaining knowledge of hospital protocols and policies, and departments

Eastern Michigan University

Ypsilanti, MI

Model United Nations Student Delegate

September 2018-April 2020

- Facilitated ways of helping fund basic school supplies for children in Tanzania Africa through coordination, networking, and planning alongside fellow students within the committee
- Conducted independent research to format drafts for the project goal
- Contributed and collaborated with other committees to focus on draft resolutions for addressing any potential issues

Eastern Michigan University

Ypsilanti, MI

Geology Club Member

September 2018-April 2020

- Analyzed and discussed geological events related to regional and urban development with planners, guest speakers, alumni, and students
- Assessed deep cultural roots of social and ecological crises and worked towards revitalizing commons

Certification**AHA Advance Cardiovascular Life Support (ACLS)**

November 2022- November 2024

AHA Basic Life Support (BLS)

August 2022 - August 2024