
OPTICAL ASSISTANT CV

In writing an Optical Assistant CV, present information in ways in which employers would immediately find qualities requisite for the job. You can highlight information such as experience working in an optical setting (clinic, optical retail, optical manufacturing, etc.), good knowledge with existing optical products and services, and useful qualities such as customer service, clerical, and computer skills. Make sure to present your educational attainment, training/certifications, and a detailed summary of professional experience in reverse chronological order to solidify your credibility. A sample CV of an Optical Assistant is presented below to help you create a resume that will stand out.

Ulric Rojas

P.O. Box 647, 9530 Donec Street, Greenlaw, Berwickshire, Y5J 3DX Date of Birth: January 1st, 1990
Email: [email] Mobile: 07713 014273 Tel: 01414 802060

PERSONAL STATEMENT:

My goal is to provide general support to optometrists and optical specialists in the completion of routine procedures while conforming to high quality and safety standards. I aim to impart my abilities in performing basic tests, assisting patients to procedures, records keeping, inventory, equipment operation and maintenance, and other associated tasks within the optical setting. Equipped with the necessary training and skills, I am confident that these objectives can be achieved. Having been an optical assistant in two different companies, I have broadened my understanding of optical processes and enriched my abilities. This being said, I can confidently say that I will be an asset to the company.

PROFESSIONAL ACCOMPLISHMENTS:

Hands on experience in monitoring all retail and manufacturing process for optical products
Exceptional knowledge of lens types and products
Remarkable knowledge of visual perception of individual
Ability to coordinate with team to achieve all objectives
Ability to work on computer systems with various tools
Familiarity of contact lenses and its associate use

EDUCATION AND QUALIFICATIONS:

BSc (Hons) in Optometry	Ealing
Thames Valley University	Sep 2009 to Jun 2012
A-levels: Biology, Chemistry, Physics, English Language	Wandsworth
South Thames College	Oct 2007 to Jun 2009
GCSEs: Science, Chemistry, Physics, Maths, English	Hackney
Haggerston School	Sep 2002 to Jun 2007

WORK HISTORY:

Vision Express	London
Optical Assistant	Jan 2013 to Present

- Analyzed and ensured appropriate prescriptions for all single vision lenses.
- Administered all collection process professionally.
- Coordinated with customers and informed them about all products and offers.
- Provided efficient services and ensured compliance to all client requirements.
- Participated in all courses and seminars to improve working.
- Coordinated with practice management team and provided support to training programs.

Craven & Murray Opticians	Rochdale
Optical Assistant	Jul 2012 to Jan 2013

- Greeted all patients with courtesy and assisted to resolve all issues.
 - Performed accurate vision tests and taught patients to use contact lenses.
 - Maintained confidentiality of all customer information.
 - Monitored all transactions and prepared required paperwork for patients.
 - Ensured compliance to all NHS guidelines while performing tests.
 - Analyzed customer requirements and provided assistance to customers.
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REFERENCES:

Darius Bond
640-5326 Mauris Avenue, Lauder
Sutherland, E3Y 9DW

Levi King
693 Luctus Av., Lauder
Sutherland, E3Y 9DW

Mobile: 07825 357517
[email]

Mobile: 07953 191121
[email]

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