

EDUCATION:

TEMPLE UNIVERSITY, Fox School of Business, Philadelphia, PA

Bachelor of Business Administration, Graduation: December 2019

Major: Management Information Systems

GPA: 3.29

Dean's List, 2017- Present

ACTIVITIES: Member, Temple Business Club January 2017- December 2017

Coursework base:

Enterprise IT Architecture, Data Analytics, Data Centric Application Development

TECHNICAL SKILLS:

- Data: SQL
- Development: HTML, CSS, PHP

EXPERIENCE:

HENDRIX PHARMACY, Philadelphia, PA

August 2013 - present

Pharmacy Technician

- Collaborate with patients and gather information on background, medical history, and prescription history.
- Analyze data, create new patient files, organize and coordinate patient records.
- Perform office administration and cashier functions.
- Respond to a question on the telephone, recording detailed messages, and routing a message to the appropriate person.
- Work well with others to achieve goals.

BELLS PHARMACY, Philadelphia, PA

November 2009 - July 2013

Pharmacy Technician

- Directly assisted an average of 50 customers per day, responding to inquiries and problems.
- Ensured necessary communication was provided to the customer, such as instructions, side effects, and medication description.
- Set goals, priorities, and time-lines with others to ensure all project goals and deadlines are met.

RITE AID PHARMACY, Philadelphia, PA

March 2009 - November 2009

Sales Associate/Cashier

- Processed customer transactions, stocking merchandise on the floor, and advised customers.

T.J. MAXX, Abington, PA

July 2007 - December 2007

Sales Associate

- Maintained friendly and professional customer interactions.
- Computed sales prices, total purchases, and processed payments. Operated a cash register to process cash, check and credit card transactions.

SKILLS & LANGUAGES:

- Microsoft Word, Excel, Power Point
- Russian- fluent