

# RACHEL JARLSBERG

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EDUCATION: TEMPLE UNIVERSITY, Fox School of Business, Philadelphia, PA  
**Bachelor of Business Administration, Graduation: May 2016**  
MAJOR: Management Information Systems | MINOR: Digital Marketing  
GPA: 3.4 | Dean's List: Fall 2013 & Spring 2014

## SELECTED COURSES:

Data Analytics, Enterprise IT Architecture

## ACTIVITIES AND AWARDS:

- Member, Professional Business Fraternity – Phi Chi Theta, Fall 2012 - present
- Member, Association for Management Information Systems, 2014 – present
- Marketing Leader, Pennsylvania Free Enterprise Week, July 2012
- Member, American Red Cross Association, December 2012 – present
- Volunteer, Philabundance, March 2013
- Volunteer, Toys for Tots, June 2013
- Volunteer, Alex's Lemonade Stand, September 2011 - 2012

## INFORMATION TECHNOLOGY SKILLS:

Web Development Technologies: WordPress, SQL

Software: Microsoft Word, Excel, PowerPoint, SAS Data Miner, Adobe Photoshop

EXPERIENCE: RELIANT CARE SOLUTIONS, Fairless Hills, PA May 2012 – present  
**Pharmacy Technician**

- Handle up to 200 prescription refills for retail and 'long-term care' patients daily.
- Manage and supervise daily operations for blister pack operating machines and manual packing.
- Handle emergency box and monthly billing for approximately 1,000 'long-term care' patients.

OXFORD VALLEY PHARMACY, Levittown, PA December 2010 – May 2012  
**Cashier/Secretary**

- Managed customer sales, phone calls, and cash register close out daily.
- Restocked inventory daily, and compiled prescriptions for pharmacy audit yearly.
- Managed and trained junior staff members on secretarial position.
- Delivered prescriptions and orders to hospitals, assisted living facilities, and personal homes.

TRINITY PRIMITIVE METHODIST, Levittown, PA Summer 2006, 2010  
**Event Coordinator & Volunteer Teacher**

- Organized and managed recreational activities and programs to keep campers engaged such as music, arts and crafts, lessons, and indoor and outdoor games.
- Volunteered time as an assistant teacher for Vacation Bible School.
- Provided a safe and fun environment for campers.