

Ayesha Khalid

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EDUCATION

TEMPLE UNIVERSITY

Philadelphia, PA

Fox School of Business

Bachelor of Business Administration: *Management Information Systems*

Anticipated Graduation: May 2024

NORTHEAST HIGHSCHOOL

Philadelphia, PA

Magnet Honor Student

Graduated: June 2021

Related Coursework: Business Administration

Honors and Awards: Enrolled in the Magnet program at Northeast High School, Honor Roll, 5 quarters, Outstanding Psychology Student (2018), National Honor Society (2020-Present), Red Cross Club (2018-2020), Health and Medical club (2019-2021)

PROFESSIONAL EXPERIENCE

APEX PHARMACY

Philadelphia, PA

Pharmacy Technician

February 2020 – August 2021

- Swiftly and correctly calculate dosages, dispense medications, prepare prescription labels and fill prescriptions for approval by pharmacists.
- Use the pharmacy's proprietary computer program to access prescription information including patient and prescriber data, drug selection, prescription interpretation and insurance billing.
- Research and resolve dosage conflicts, potentially harmful drug interactions, insurance issues and other matters to ensure patient safety/wellness and build customer loyalty.

SEPHORA

Philadelphia, PA

Sales Representative & Business Consultant

March 2020 – July 2021

- Facilitated purchasing by marketing benefits of products and product application.
 - Promoted as a Certified Makeup Artist by demonstrating passion for clients and achieving sales goal in accordance with productivity objectives
 - Recorded clients purchasing information to communicate and ensure future business
 - Integrate problem solving skills to clarify consumer's complaint about a product or service; determine cause of problem; selecting and explaining best solution to solve problem; expediting correction or adjustment; following up to ensure resolution
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LEADERSHIP

EZ PHARMACY

Philadelphia, PA

Shadowed Pharmacist

December 2019

- Interacted with registered Pharmacist in a pharmacy setting to gain insight into the everyday practice of pharmacy.
 - Verifying prescriptions written by physicians, and the need to inspect document and consider medications that patients are allowed to bring from home.
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SKILLS & LANGUAGES

Technical Skills: Processing, Pharmaceutical Calculations, Medical & Pharmaceutical Terminology, Medication Inventory Management, Medicare, Medicaid & Insurance Claims Processing, Customer Service/Customer Relations

Language Skills: Fluent: Punjabi, Urdu and Hindi, Basic: Spanish and Arabic