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# Porschia R. Williams

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## SKILLS

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- Time management, Organized, Detail-oriented, Reliable, Creative, Personable, Energetic, Adaptable, Excellent written/verbal skills

### COMPUTER

- Microsoft Word, Excel, PowerPoint, Research, Google Suite, Cash Register, Adobe Photoshop

## EXPERIENCE

### PHARMACY TECHNICIAN | WALGREENS - PHILADELPHIA, PA | AUGUST 2018 – PRESENT

- Utilize pharmacy systems to enter patient and drug information correctly, filling prescriptions by retrieving, counting, and pouring pharmaceutical drugs, verifying medicine is correct, and checking for possible interactions.
- Immediately reports prescription errors to pharmacist on duty and adheres to Company policies and procedures in relation to pharmacy errors and the Quality Improvement Program. Reviews and complies with Walgreen Co. Pharmacy Code of Conduct.
- Strictly adheres to Walgreen Co. policy regarding Good Faith Dispensing during all applicable prescription dispensing activities.
- Processes, corrects, and resubmits manual claims for third party program prescription services in a timely and efficient manner, performing other clerical duties as assigned by the Pharmacy Manager.

### DESIGNATED HITTER | WALGREENS - FLOURTOWN, PA | OCTOBER 2017 - JULY 2018

### CUSTOMER SERVICE ASSOCIATE | WALGREENS - HACKETTSTOWN, NJ | FEBRUARY 2016 – MAY 2017

- Model and deliver a distinctive and delightful customer experience
- Registers sales on assigned cash register and provide customers with courteous, fair, friendly, and efficient checkout service
- Stockings shelves, facing products, updating, and constructing product displays
- Answering phones, cleaning, ordering products to the store, and processing photo orders

## EDUCATION

### MASTER OF ADMINISTRATIVE SCIENCE | SEPTEMBER 2017 | FAIRLEIGH DICKINSON UNIVERSITY: TEANECK, NJ

- Major: Administrative Science
- GPA: 3.61

### BACHELOR OF ARTS | FEBRUARY 2015 | FAIRLEIGH DICKINSON UNIVERSITY: TEANECK, NJ

- Major: Individualized Studies – Business & Technology Specialization
- GPA: 3.27
- Dean's List

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DIPLOMA | JUNE 2009 | LENAPE HIGH SCHOOL: MEDFORD, NJ

GPA: 3.0

## Clinical/Lab Training

### RADIOGRAPHY

The Valley Hospital | AUGUST 2011 - MAY 2012

- Clinical Practicum I (120 Clinical Hours), II (120 Clinical Hours), III (240 Clinical Hours)
- Radiographic Procedures I (45 Lab Hours), II (45 Lab Hours)

### NURSING

Fairleigh Dickinson University | JULY 2009 -  
DECEMBER 2010

- Anatomy & Physiology Lab I (28 Lab Hours), II (28 Lab Hours)
- Chemistry Lab (28 Lab Hours)
- Microbiology Lab (28 Lab Hours)
- Health Assessment Lab (34 Lab Hours)
- Fundamentals of Nursing (68 Lab & Clinical Hours at St. Vincent's Nursing Home)