

Olivia Williams

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(717) 598 - 1137

Profile

Undergraduate Management major with a minor in Computer Information Systems. Possesses strong work ethic and excellent interpersonal and organization skills. Comfortable taking a leadership role, and an excellent team player. Goal driven, self-motivated and thrives working in fast-paced environments.

Education

King's College, Wilkes-Barre, PA

Expected Graduation: May 2019

McGowan School of Business, AACSB Internationally Accredited

GPA: 3.3

Bachelor of Science in Business Administration

with a major in *Management*

with a minor in *Computer Information Systems*

Technical Skills

Adobe Suite CS5 (Photoshop/Dreamweaver/InDesign)

Microsoft Suite Office 365

Work Experience

Williams Apothecary, Lancaster, PA

May 2015 – Present

Pharmacy Technician

- Fill approximately 30 prescriptions per hour while maintaining complete accuracy for the customer
- Review expiration dates on all medications and dispose of any outdated products properly
- Ensure that inventory is properly accounted for such as over the counter and prescription medications
- Scan medications and count open containers to determine replenishment
- Interact in a friendly and professional manner with customers to ensure satisfaction
- Visit long term care facilities to hand deliver prescriptions and update medicine carts for nurses
- Represent Williams Apothecary at trade fairs and answer questions from other vendors and potential customers

Activities / Leadership

King's College, Wilkes-Barre, PA

- Photography and Layout Editor, Yearbook, Regis
- McGowan School of Business Forum

August 2016 – Present

October 2017

Volunteer Experience

St. Vincent DePaul Soup Kitchen, Volunteer, Wilkes Barre, PA

September 2016

"Power Pack Program", Rotary Club of Lancaster, Lancaster PA

October 2016

City Serve, Class Volunteer, King's College, Wilkes-Barre, PA

September 2015