

Alyssa King

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EDUCATION

University of Mary Hardin-Baylor: Belton, TX
Bachelors of Science in Nursing

Expected: December 2020

WORK EXPERIENCE

University of Mary Hardin-Baylor: Belton, TX
Undergraduate Admissions Office Assistant

January 2018-March 2020

- Implemented more efficient systems for the undergraduate admission processes by receiving, scanning, faxing, filing transcripts, test scores, and admission documents
- Evaluated academic transcripts through the Slate by Technolutions software
- Scheduled campus visits, group tours, and appointments for admission counselors
- Addressed telephone inquiries from prospective students and parents

Mission of Hope: Titanyen, Haiti & Santiago, Dominican Republic
Medical Interns

Summer 2018, 2019

- Led teams of 20+ people each week to complete community projects for local Haitian villages
- Filled prescriptions and translated for medical professionals on mobile medical clinics
- Facilitated mobile medical clinics in remote villages and provided care for 80-300 people per clinic

Peoples Pharmacy: Austin, TX
Registered Pharmacy Technician

June 2020-Present

- Performed technical processes required to fill and dispense medications
- Updated patient profiles, including lists of patient medications and allergies
- Measured compounded suspensions, hand-counted control medications, and affixed correct labels
- Communicated regularly with physicians and nurses to receive refilled prescriptions for patients

CERTIFICATIONS, ADDITIONAL SKILLS

- Basic Life Support Provider (CPR and AED) Certified
- Pharmacy Technician Certification (in process)
- Direct patient care
- Administrative support