

IMANI WALKER

(249) 990-1925 | Walkerim2@outlook.com | [LinkedIn Profile](#) | Detroit, MI

EDUCATION

Michigan State University (East Lansing, MI) **2019-2023**
B.S | Advertising Management (Major), Business (Minor)

Michigan State University (Remote) **2024-2026**
M.S | User's Experience (UX)

PROFESSIONAL EXPERIENCE

Pharmacy Technician **June 2024 - Present**
CVS Pharmacy (Royal Oak, MI)

- Engaged with over 30 customers per shift, successfully processing an average of 150 prescriptions weekly while addressing inquiries and providing essential medication information.
- Ensured 100% compliance with federal and state pharmacy regulations, contributing to a reduction in discrepancies in patient records and inventory data through careful verification processes.
- Trained and mentored new staff on pharmacy protocols and customer engagement techniques, resulting in improved team efficiency.

Administrative Assistant Internship **January 2024 - May 2024**
Taylah Financial Services (Southfield, MI)

- Supported multiple projects by conducting research and compiling data, enhancing reporting accuracy through the development of streamlined processes.
- Coordinated 2 company wide events and 1 team-building activity, achieving an increase in employee engagement as measured by post-event surveys.
- Efficiently managed over 50 files in electronic and physical systems, improving document retrieval speed.
- Developed and maintained a project timeline for various administrative tasks.

District Sales Leader **November 2023-January 2024**
Pepsi Co. (East Lansing, MI)

- Proactively engaged with customers to identify and meet business needs.
- Collaborated with cross-functional teams to ensure the timely delivery and merchandising of orders, contributing to a boost in sales performance in a competitive market.
- Conducted market research to identify customer preferences, informing targeted marketing strategies that increased product visibility.

SKILLS

Languages: English (Fluent), Spanish (Beginner)

Software: Microsoft Office Suite, Canva, Salesforce, Epic, RX Connect, Google Suite, Asana, Trello, Outlook Calendar, Goodnotes

Communication: Strong verbal and written skills with proven ability to convey clear and compelling messages to diverse audiences.

Project Management: Skilled in utilizing a detailed planner and project management tools to track deadlines, allocate resources, and manage project milestones, ensuring the timely completion of 100% of coursework while balancing extracurricular activities.