**Aniya Joyner**

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**CAREER OBJECTIVE:**

My goal is to obtain a position offering a high level of professionalism, patience and efficiency to minimize patient dissatisfaction and increase patient loyalty, and trust.

**PROFESSIONAL EXPERIENCE:**

# Pharmacy Associate:

Walmart Pharmacy Associate- September 2015 to November 2018

* Greeting patients and records pertinent information into a computer database
* Records insurance information
* Provides information to insurance companies in order to assist with billing
* Retrieving prescription orders
* Keeps paper and electronic medical records, and updates these records as needed
* Prioritizing the order of care
* Calculates payment information, accepts funds, and credits accounts accordingly
* Answering phones
* Taking inventory of over-the-counter medications
* Being aware of the latest medicines and their availability

**Caregiver:**

Caring for ill relative diagnosed with Third stage Cancer – March 2016 to Current

* Helping with feedings
* help with daily activities
* bathing and bathroom functions
* ensuring relative safety and well being
* administering medication
* assisting with dressing, mobility, and transporting to doctor’s appointments; chemo therapy/ radiation treatments.
* Ensuring home is organized according to their needs and that safety measures are in place and assisting with light housework.

**SKILLS:**

* Data Entry Ten Key (450+) Customer Service
* Phone Etiquette Problem Analysis Keyboard (65+WPM)
* Microsoft Office, Excel, and Outlook Knowledge CAQH Knowledge Credentialing Process
* HIPAA Compliant and understands patient confidentiality
* Professional and positive demeanor
* Written, verbal and interpersonal communication skills
* Ability to multitask and work with little to no supervision
* A passion for helping people
* Loyal and dependable
* Team Player
* Interpersonal skills
* Medical terminology

**EDUCATION:**

2012-2016 Lancaster High School, Lancaster, TX

Grades: 9th - 12th

2016-2018 Texas Women’s University, Denton, TX (Nursing major; Pre-PA)

2018-Current Cedar Valley Community College, Lancaster, TX (37 college credit hours)