Ja'lah Valerie Roundtree

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EDUCATION

University of Maryland Global Campus   **December 2022**
Bachelor of Science - Digital Media and Web Technology   *Adelphi, MD*

RELEVANT COURSEWORK

Principles of Web Design and Technology II
- Applied skills in web marketing, web analytics, security, and search engine optimization.
- Produced a web responsive e-commerce website using HTML, advanced CSS, and JavaScript.

Object-Oriented and Concurrent Programming
- Created a Java object super class for shapes, storing variables and functions.
- Developed UI in Java to display buttons, create objects, and display shapes in the interface.

Building Secure Python Applications
- Developed a python flask app in eclipse to display an HTML recipe webpage styled in CSS.
- Developed a data analysis app to create a histogram and display various statistics from a data file.

User Experience Interface Design
- Planned and designed an e-commerce website using Figma, focused on user usability.
- Conducted multiple heuristic evaluations to measure usability of existing websites.

RECENT PROJECTS

Love Notes and Pens (2022)
- Interactive HTML, CSS, and JavaScript E-Commerce Website
  - <u>Goal</u>: Create a web responsive interactive e-commerce page focusing on UI/UX, proper use of HTML tags, and JavaScript.
  - UX/UI Design and wireframing created in Figma, written in VS Code.

Suds Up (2022)
- Interactive HTML, CSS, and jQuery Landing Page
  - <u>Goal</u>: Create a web responsive interactive landing page focusing on jQuery functions and variables.
  - UX/UI Design and wireframing created in Figma, written in VS Code.

Move The Ball (2022)
- Interactive Bootstrap/JavaScript Webpage
  - <u>Goal</u>: Create an interactive website focusing on DOM manipulation.
  - Created in Visual Studio Code, using BS5, HTML, and JavaScript.

WORK EXPERIENCE

SWANA (Solid Waste Association of North America)   **November 2022 - Current**
Web Services Intern   *Remote, MD*
- Collaborated with the Marketing team to develop/distribute marketing emails for WASTECON using HubSpot.
- Utilized Sitefinity to develop multiple pages for and maintain the swana.org website.
- Utilized knowledge in SEO to fix optimization issues for the swana.org website increasing accessibility.

CVS Health   **October 2022 - Current**
Tech I – Prior Authorizations   *Remote, MD*
- Utilized CAS (Clinical Authorization System) to process more than 50 prior authorizations daily.
- Answered over 50 phone calls daily to assist prescribers, pharmacies, and patients in completing a PA.
- Used my knowledge in pharmacy terminology and dispensing to troubleshoot pharmacy rejection claims.

Amazon Transportation   **September 2020 – January 2022**
Transportation Associate   *Nottingham, MD*
- Created spreadsheets using MS Excel to display current and past yard activity and availability.
- Communicated with Operations Management to ensure trailers were filled on time, and ready for departure.

Amazon Air   **May 2020 – September 2020**
Air Gateway Associate   *Baltimore, MD*
- Worked in a team of 15+ associates to safely stack packages into aircraft containers.

Walgreens Co.   **December 2017– May 2020**
Certified Senior Pharmacy Technician   *Cockeysville, MD*
- Processed 100+ medication orders daily ensuring 100% accuracy.
- Fulfilled 100% of medication orders daily with patient safety and HIPAA confidentiality as priority.
- Troubleshooted patient insurance issues by contacting physicians or patient insurance companies.
- Assisted Pharmacy Manager in training new technicians.

Walgreens Co.   **May 2016 – December 2017**
Customer Service Associate   *Baltimore, MD*
- Operated a POS register, handling over 100 transactions daily.
- Efficiently handled more than 100 customers daily, providing extraordinary customer care.
- Quickly triaged over 20 incoming calls daily, escalating to management when needed.
- Maintained knowledge of stock inventory and pharmacy information to better assist customers.

CERTIFICATIONS

Pharmacy Technician Certification Board (PTCB)   **April 2019 – April 2023**

Maryland Board of Pharmacy   **March 2018 – August 2024**

SKILLS

Java**,** Python, HTML, CSS, JavaScript, jQuery, Bootstrap5, Basecamp, HubSpot, Sitefinity, Responsive Web Design, VS Code, NetBeans, Eclipse, HTML DOM, Sass, Adobe Creative Suite, Microsoft Office, Detail Oriented, Team Player, Communication