

McKenzie Church

763 Creek Glen Rd - Mableton, GA
(678)-677-1947 | mckenziechurch19@gmail.com

Education

University of West Georgia
Bachelor of Science, Computer Science

Carrollton, Ga
Projected: May 2023

Skills

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- Python
 - Java Eclipse
 - HTML
 - CSS
 - Microsoft Office
 - Data Entry

Job Experience

Executive Assistant/Intern
Systems Evolution, Inc.

May 2021 - August 2021

- Conducting corporate research on client companies and potential clients
- Matching consulting skills with company needs to the scope of potential clients
- Scheduling corporate social events for upwards of 50 employees and families
- Upkeep of company connections and networks

Pharmacy Technician
Publix

October 2021 - present

- Liaison between doctor's offices, pharmacists and patients
- Real-world problem-solving
- Information management: patient insurance information, prescriptions
- Keeping track of and coordinating COVID-patients' tangible documents
- Compounding, counting and delivering medications
- Translating medical jargon to patients and insurance companies

Resident Assistant
Georgia State University

August 2019 - May 2020

- Responsible for 50+ student residents
- Kept track of student information (visitors, move-in dates, maintenance needs)
- Coordinated move-outs during emergency COVID evacuation
- Liaison of communication between dormitory management and students
- Detailed problem-solving