**McKenzie Church**

763 Creek Glen Rd - Mableton, GA

(678)-677-1947 | mckenziechurch19@gmail.com

**Education**

University of West Georgia Carrollton, Ga

*Bachelor of Science, Computer Science* Projected: May 2023

**Job Experience**

Executive Assistant/Intern May 2021 - August 2021

Systems Evolution, Inc.

- 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 October 2021 - present

Publix

- 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 August 2019 - May 2020

Georgia State University

- 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

**Skills**

Data entry

Python

HTML

CSS

Java Eclipse

Microsoft Office