

Erica Clayton

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Education

Northern Kentucky University, Highland Heights, KY., 2015 - Present
Bachelor of Science in Health Science, 2020

Experience

YMCA, Camp Counselor

Summer 2017

- Counseled 9-year-old boys and girls
- Worked on social skills including making friends and respecting others
- Organized games and activities

Banquet Server

2015 – Present

- Utilize customer service and communication skills while serving family gatherings
- Prepare and organize utensils and food to be served during banquets
- Perform cleaning tasks and breakdown of service
- Maintain high standards of safety and cleanliness

Customer Service Representative at David's Bridal

2018 – 2019

- Provide an efficient and friendly checkout experience for customers
- Follow-up with customers
- Prepare for all upcoming appointments
- Register customers

Pharmacy Technician at Kroger

2019 - Present

- Supply medication to patients, whether on prescription or over the counter
- Call doctors for prescription refill authorizations
- Resolve any issues with patients' insurance coverage
- Keep detailed records of on-hand medications and other stock

Volunteer Activities

Hanner's Heroes, Kenton County

2014 – 2015

- Mentored elementary students to build positive relationships
- Assisted with homework and school demands
- Organized group activities

Skills

- People-oriented
- Strong work ethic
- Customer Service
- Microsoft Word