

Ashley Davis

222 Spanton Crescent • Pooler, GA 31322
912-433-8386 • amd69888@uga.edu

EDUCATION

The University of Georgia, Athens GA

May 2018

Bachelor of Science in Health Promotion with an emphasis in Health Services

Cumulative GPA: 3.75/4.00

WORK EXPERIENCE / INTERNSHIP

Pharmacy Technician

May 2016-Present

Rite Aid Pharmacy

Athens, GA

- Sell patients their medicine and help them answer any concerns they may have.
- Enter new prescriptions into the online computer system and fill the prescriptions by retrieving the medication off of the shelf and counting out the medicine.
- Help to keep the pharmacy running efficiently and helping to meet the customers needs.

Office Assistant

Savannah, GA

Internal Medicine of Savannah

Summer 2015

- Worked with the nurses and anything they needed including, answering the phone, retrieving medical documents, scanning medical documents into the system, and sometimes talking with patients.
- Scanned and filed medical documents efficiently on a computer system.
- Talked with many sales representatives for different companies trying to sell different medications.
- Worked with Dr. Kusuma to meet her needs, including faxing medical documents to other offices, answering her phone and printing out medical history charts for many of her patients.

Research Intern

Savannah, GA

Graham Capital Partners

Summer 2014

- Researched a number of various topics involving the owners current business acquisitions.
- Performed many administrative tasks such as answering phones, discovering different technologies the company could use, and helping the CEO with any other tasks he needed completed.
- Worked directly under the CEO of the company and was able to sit in on many business calls to learn the different aspects of the career.
- Received first hand experience in interacting with customers and working with different types of people in an office environment.

CAMPUS AND COMMUNITY INVOLVEMENT

St. Marys Hospital, Volunteer, January 2016-Present

- Retrieve patients each week from the ER and bring them in to the radiology department to get their scans completed.
- Stock patients rooms and make sure the patient has everything they need.
- File paperwork and help the director of the Intermediate Care Unit.

Clarke County Mentoring, Volunteer, August 2014-Present

- Counseling a 5th grade girl named Isabella each Wednesday for an hour.
- Assisting her with homework and playing games on the computer.

Oasis Tutoring, Volunteer, August 2016-Present

- Work with children to enhance their english and math skills.

Alpha Delta Pi Sorority, Beta Nu Chapter, August 2014-Present

- Philanthropy Committee - Raised over \$20,000 for Ronald McDonald House through various fundraisers.
- Pride Group Chair - Coordinated extracurricular activities for the entire chapter and made sure that each member stays involved on campus.

AWARDS AND ACTIVITIES

- Zell Miller Scholar
- Dean's List, May 2014-present

