
KAYLYNN GARRETT

Aurora, CO | 2562839461 | kng_klynn99@yahoo.com | [Linkedin Kaylynn-Garrett](#)

Education

Metropolitan State University College

Expected Graduation May 2023

B.S. Biology – Pre-healthcare minor

- Organization awards: Reisher Scholar, FWYS Scholar, Presidential list Scholar, BUILD Scholar, MSU/MAP Scholar

Biology Gadsden State Community College

July 2020

A.S. Biology

Gadsden, AL

- Organization awards: Dean's honor List

Mississippi Gulf Coast CC

May 2018

B.S. Biology – Pre-pharmacy

Perkinston, MS

- Organization awards: Vice Presidents honors List, MVP student athlete
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Work Experience

Pharmacy Technician | Sam's Club

Jan 2021 – April 2023

- Warmly greeted and filled scripts for 80-100 patients and customers per shift
- Coordinated insurance, medications maintenance, and vaccine scheduling and check-ins.
- Managed 30+ inbound and outbound calls with patients, vendors, insurance agencies, and pharmaceutical companies.
- Improved OTC and pharmacy sales by 8% by routinely engaging with customers
- Increased patient medication adherence by 25-30% by implementing outbound reminder calls daily
- Completed and filed patient paperwork, updating records in system with insurance carrier changes and allergy information.
- Maintained strict patient confidentiality to adhere to HIPAA regulations and avoid data compromises.

Pharmacy Technician | Walgreens

June 2019 – Nov 2020

- Assisted pharmacist with clearing high volume of prescriptions and responded to customer questions.
- Received and verified daily incoming drug inventories, reported discrepancies and logged items into inventory
- Improved inventory management procedures to reduce overhead, backorders, and overstock.
- Verified and filled over 300+ prescriptions per day in busy pharmacy setting, during the pandemic

Sales Assistant | Barnes and Noble College

July 2020 – Oct 2020

- Accepted and processed sales transactions involving cash, credit, and government federal aid payments
- Arranged new merchandise with signage and appealing displays to encourage customer sales and move overstock items.
- Sold various products by explaining unique features and educating customers on proper application or usage.
- Increase sales between 5%-10% during shifts

Sales Associate | JCPenney

July 2018 – Dec 2019

- Completed daily recovery tasks to keep areas clean and neat for maximum productivity.
 - Maintained knowledge of current promotions, exchange guidelines, payment policies and security practices.
 - Met merchandise processing standards and maintained organized and accessible work area.
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Skills

- Pharmacy Operations, Inventory Control Procedures, POS System Operation, Aseptic Techniques, Microsoft office proficient, Customer Service
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Summary

An experienced and opportunistic young adult seeking a career in tech or a remote position to gain knowledge and utilize the extensive background that were acquired through challenging work environments. I have exceptional people skills, communication, and teamwork ability, as well as possessing swift learning skills. Well-versed in Microsoft office, patient coordination, and market sales.