

# MEOSHA JENAE POINDEXTER

(270) 816-5420

jenaempointexter@gmail.com

## SKILLS

Experienced public worker and clerical proficient. i.e. Microsoft Office, Intuit Quickbooks, interpersonal communication, multitasking, data entry, and organizational skills.

## EXPERIENCE

**Customer Service Representative | TeleTech | 2301 McCracken Blvd., 401 Kentucky Ave., Paducah, KY 42001, 42003 | (270) 444-1700 | October 2016 to February 2019**

- To accomplish Health & Welfare enrollment. Being familiar with general insurance benefits and the enrollment process under ADP clients. Including but not limited to, Medical, Dental, and Vision.
- Trained specialist in COS Payroll. Underwent training as taught by ADP agents. Being knowledgeable in tax information, payroll processing, and garnishments.

**Pharmacy Technician | Rogan's Pharmacy | 201 E. Commercial St., Pulaski, IL 62976 | (618) 342-6737 | July 2009 to August 2013**

- Create patient records. Manually entering prescriptions by name, dosage and strength. Responsible body for Pharmacy inventory, i.e. knowledge of quantity and primary individual for creating order shipment.
- Substitute for prescription delivery driver as well as maintaining store appearance as needed. Assistant to Pharmacist with company and community outreach programs.

## EDUCATION

**Life Christian Academy**, Metropolis, IL - *High School  
Diploma*

Class of 2012

**Ashworth College**, Norcross, Georgia - Bachelors

Currently Pursuing