

PROFESSIONAL SUMMARY

Detail-oriented and tech-savvy professional with a background in administrative coordination, now pursuing a transition into pharmaceutical sales. Experienced in supporting teams, managing CRM systems, and organizing client interactions. Enthusiastic about contributing to a dynamic sales environment in a support role.

EDUCATION

Associate of Science in Health Administration

Central Piedmont Community College | Charlotte, NC | Graduation: 2026

Certifications

- Sales Coordinator Basics – National Healthcareer Association | 2025
- Microsoft Office Specialist – Excel & Outlook | 2025

SKILLS

- | | |
|--------------------------------|--------|
| Sales operations support | Expert |
| CRM database entry | Expert |
| Medical scheduling software | Expert |
| Event logistics | Expert |
| Customer relations | Expert |
| Email marketing | Expert |
| File and document organization | Expert |
| Communication | Expert |
| Problem-solving | Expert |
| Microsoft Office Suite | Expert |

EXPERIENCE

- 2025 - 2025

Sales Support Intern

Thermo Fisher Scientific / Charlotte, NC

 - Collaborated with pharmaceutical sales reps to manage client accounts, send follow-up emails, and update CRM systems.
 - Helped organize quarterly sales meetings and distributed product samples to medical offices under supervision.
 - Compiled weekly analytics reports on lead follow-ups and rep activity to inform pipeline decisions.
 - Ensured compliance with internal documentation policies for all promotional content.
- 2024 - 2024

Administrative Assistant (Temp)

Atrium Health / Charlotte, NC

 - Handled scheduling, data entry, and customer inquiries at a busy outpatient clinic.
 - Supported physician assistants and nurses with clerical needs during high-volume days.
 - Trained in patient confidentiality and electronic health record management (Epic).
 - Prioritized tasks efficiently while maintaining accurate communication with multiple stakeholders.

ADDITIONAL INFORMATION

- Typing speed: 78 WPM
- Volunteer: Charlotte Health Expo (2023–Present)