

Delilah Lawrence

(656)-284-0117 · delilah326a@gmail.com ·
Tampa, FL

PROFESSIONAL EXPERIENCE

Sandpearl Resort

June 2023 -August 2024

Activities Assistant

- Engaged with guests during activities, encouraging involvement and highlighting a positive atmosphere .
- Helped to cover guests feedback, concerns and solutions to ensure their experience.
- Provided customer service that relied on answering questions about resort amenities and special requests .
- Set up and maintained activity areas and prepared equipment for guest use .
- Worked with team to encourage guest involvement.

Tampa General Hospital

September 2022 - Present

Pharmacy Desk Clerk / Assistant

- Supported inventory management through organizing and restocking medication and supplies with accuracy.
- Tasked with responsibility in preparing and labeling prescriptions with supervision under licensed pharmacists
- Collaboration with pharmacy team to operate efficiently through protocols.
- Helped with preparation of prescriptions .
- Allowed to participate in checking stock levels and verifying missing inventory logs.
- Assisted in preparing medication carts and dispensing stations.
- Responsible for checking medication expiration dates and facilitated removal of outdated medicine.

IdleWild Baptist Preschool Ministry

April 2024 - Present

Teacher Assistant

- Developed and organized educational activities for young children and helping them prepare for elementary school
- Reinforced key concepts and faith-based teachings.
- Supported classroom management to keep children focused and involved in group activities.
- Worked with lead teacher to monitor and guide student behavior .
- Assisted main teacher with lesson planning by offering different activities and tracking student progress

Clinic Receptionist / Clinical Administrative Assistant

June 2023 -August 2024

Integra Care

- Greeted and checked in patients, ensuring smooth front desk operations.
 - Scheduled appointments and managed calendars using EHR software.
 - Answered phones and directed inquiries to the appropriate staff.
 - Verified insurance and processed copayments efficiently.
-

EDUCATION AND CREDENTIALS

Hillsborough Community College

2024-2026

Pre Pharmacy Program - AA

• Healthcare Support Specialist • Certification Earned

HCC Pre-Health Society (HPHS)

Member

- Engagement with healthcare system and events
- Contribution to healthcare meeting topics and industry insights

University of South Florida (USF)

Present

Health Sciences B.S

PERSONAL SKILLS

- Activity Planning and Logistics
- Customer Relationships and Communication
- Time Management
- Creative and Analytical Tools
- Attention to Details

TECHNICAL SKILLS

- Microsoft Office Suite — Word, Excel, PowerPoint
- Google Suite — Google Docs, Sheets, Calendar
- Dropbox
- Adobe Creative Suite
- Social Media Platforms