

KATHRYN BARD

Writer & Editor

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www.kathrynbard.com

SKILLS

Management

Medical Knowledge

Leadership

Data Entry

Fact Checking & Research

Employee Training

Time Management

Problem Solving

Adaptability

Critical Thinking

Multimedia & Transmedia Storytelling

Decision Making

EXPERIENCE

Assistant Store Manager

August 2024 - Present

Little Words Project, Boston, MA

- Conduct weekly inventory audits on materials and products to ensure store is stocked.
- Acts as daily liaison between store team and corporate to communicate company needs and expectations.
- Set weekly and daily team targets to maximize sales in order to achieve goals.

Assistant Store Manager

May 2021 - July 2024

Artifact Candle Foundry, Orlando, FL

- Guided positive experiences by providing top customer satisfaction.
- Trusted with safely opening and closing store alone and doing so in a timely and efficient manner daily.
- Charged with leading team reliably to succeed on high traffic days weekly.

Pharmacy Technician

September 2021 - October 2022

Millennium Pharmacy | Winter Park, FL

- Translated 30+ prescriptions daily provided by doctors and entered information correctly into store tracking software.
- Acted as daily point of contact for patients and medical offices to conduct streamlined outcomes.
- Confirmed proper dosage and ingredient levels to properly fill medications daily.

Pharmacy Technician

September 2019 - April 2021

Taylor's Pharmacy | Winter Park, FL

- Typed and renewed 50+ scripts a day for over eight hours.
- Called medical offices daily for verbals and new prescriptions to guarantee smooth processing.
- Interacted daily with patients and other medical professionals in order to achieve most desired outcome for the patient.

Assistant Store Manager

July 2016 - September 2019

Hot Topic, Sanford, FL

- Supervised team during peak business hours weekly in order to more efficiently maximize sales.
- Oversaw and managed a team of 10+ employees to ensure team success.
- Managed store social media account with hundreds of followers in order to communicate information to client base.

EDUCATION

Bachelor of Fine Arts in Creative Writing (B.F.A.)

April 2026

Full Sail University, Winter Park, FL

CERTIFICATIONS

Professional Scum Master 1 (PSM 1)