

HIMA ADHIKARI

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EDUCATION

Georgia State University, Atlanta **Expected May 2019**

Bachelor of Science in Economics, Minor in Risk Management
Associate's Degree in Business Administration

Atlanta Technical College **Graduated May 2016**

Associate's Degree in Pharmacy Technology

LANGUAGES

Nepali | Native Speaker

Hindi | Intermediate

Gujarati | Beginner

Relevant Coursework

Statistics, Calculus, International Finance, Risk Analytics, Senior Capstone, Risk Clinic, Intermediate Microeconomics/Macroeconomics, Accounting- Managerial & Financial, Contract Risk, Introduction to Econometric, Economic Development

WORK EXPERIENCE

Walgreens Pharmacy, Pharmacy Technician **November 2015- Present**

- Provide exceptional customer service including efficient and accurate transaction processing
- Make ready prescription on timely manner, maintain inventory
- Processing and submitting insurance claims, resolve third party problems, apply coupons
- Make phone calls to patients, healthcare providers, insurance to resolve any issues

Grady Hospital, Pharmacy Technician Intern **Feb - May 2015**

- Work under pharmacist to prepare prescriptions for Pediatric, Adult, and Geriatric patients.
- Make sterile IV bags for all patient with standard procedure
- Refill or restock medication in pyxis machines in nursing station.
- Orders, maintains & organize appropriate inventory to support dispensing activities.

DeKalb County Board of Health, Receptionist/ Medical Records Associate **May-Aug 13, May-Aug 14**

- Provide exceptional customer service including efficient and accurate filling out applications
- Provide account services to customers by receiving cash deposits and card payments
- Organizing and maintain patient information using Excel or Medical Record
- Create patient profile and update if needed

Omega Professional Realty/Fountain of life, Bookkeeper **May - August 2012**

- Instruct customers where to park their vehicle
- Create excel spreadsheet to maintain budget, cash flow, record debit, and credit transactions
- Analyze cash flow

STUDENT ORGANIZATION & COMMUNITY OUTREACH

Research Assistant with Dr. Arman- Risk Management and Insurance department, Dec 18- Present

- Conduct research paper reviews, come up with finding/methodology, analyze data, prepare survey using online tool, develop a plan for experimental research, learn RDB software, how to apply in research, report progress weekly, solve problem, expense report, and many more.

Gamma Lota Sigma- The International Risk Management, Insurance & Actuarial Science Collegiate Fraternity - Member **December 2018- present**

- Attend most of the business events, networking, and meetings

Economics Club Aug 2018 - Present

- Chose a topic of discussion that is affecting/impacting our current world
- Targeted college students in the community take a stand for what you believe in

Clarkston Community Center **December 2015 - August 2016**

- Volunteered assisting employees packaging numerous amounts of stored goods for donation to refugees/low income families

CPAC **January - May 2012**

- After school program for elementary school students- help with their homework, projects

SKILLS

STATA Data Analytics Data Collection

SAS Research Auditing

Microsoft Office Cash Flow Evaluation Problem Solving