

# Sophia Tsikitas

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## Summary

Driven individual with 3 years of relevant project management experience, including the planning and execution of events and development of marketing research. Seeking a challenging environment to apply strong interpersonal skills and a passionate attitude for brand management.

## Experience



### Intern, Business Division

Eastern Connecticut State University

Jan 2022 - Present (11 months +)

Planned and executed market research of focus groups for Business Division accreditation.

Following data analysis, produced detailed procedures and documents in support of Dean's research objectives.

Completed various tasks in support of the Business Division's mission.



### Certified Pharmacy Technician

CVS Pharmacy

Jul 2020 - Jan 2022 (1 year 7 months)

Efficiently prepared and distributed pharmaceuticals during high volume times.

Resolved customer service issues along with non-routine issues involving data entry and third-party billing.

Assisted in inventory management of pharmaceuticals.



### Administrative Office Assistant, Business Department

Eastern Connecticut State University

Aug 2018 - Mar 2020 (1 year 8 months)

Established digital marketing tools for the department.

Executed a digital filing system to improve document organization and management.

Performed a range of simultaneous job tasks to support the professor's academic, research, and operational needs.

## Education



### Eastern Connecticut State University

Bachelor of Science, Business Administration- Management and Marketing

President, Eastern Cheerleading Team

Senator, Student Government Association

Member, Budget and Management Committee

## Skills

Interpersonal Communication • Event Planning • Collaborative Problem Solving • Adobe Photoshop • Windows