

Essential F. Walker

Corinth, MS 38834

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Work Experience

May 2016-August 2016 (summer job)

Assembly Worker/ Computer Product Tester

KEYTRONICS Co.

Corinth, MS 38834

- Assisted with packaging products and piecing parts for train tracks, elevators, and computers
- Prepared items for active testing and tested the products to make sure there were no problems nor errors

August 2017- December 2018

Receptionist/Assistant (paid work study job)

JACKSON STATE UNIVERSITY (College of Business Department)

Jackson, MS 39217

- Assisted the director and professors of the department by answering calls, setting up meetings, assisting visitors, arranging paperwork, checking files, and etc.

June 2019-August 2021

Server, Hostess, Cashier, BOH

SWEET PEPPERS DELI

Corinth, MS 38834

- Served customers and worked in the back of the kitchen. Floated being a server, cashier, and cook

August 2021-September 2024

Patient Access Clerk/ER/ PCT/LAB

MAGNOLIA REGIONAL HEALTH CARE CENTER

Corinth, MS 38834

- Worked on the 3rd Tower as a PCT assisting/caring for regular and post orthopedic surgery patients(taking vitals, helping with wounds, personal hygiene assistance, one on ones, charting, post-surgery therapy , and etc.)
- Transferred to ER as a medical ambassador checking in patients, assisting visitors, answering calls, collecting lab samples, helping with codes, helping with triage, and creating labels.
- Got badly sick took a year and a half off and came back as a patient access clerk assisting patients with testing scheduling, pre op appointments, receiving personal information, collecting payments/co-pays, verifying insurances, handling CPT codes, working in PBX, calling clinics/doctors' offices for fax and testing documents, and etc.

June 2022-October 2022

Pharmacy Customer Service associate /Pharmacy Tech Intern

WALGREENS PHARMACY

Corinth, MS 38834

- Assisted Pharmacists with medication count and packaging
- Assisted customers with services of choosing over counter medicine, taking payments, refilling prescriptions, filing information, verifying insurance.

June 2023-Present

MHT/Behavioral Health Administrator/Intern

REGION IV CORINTH CRISIS STABILIZATION UNIT

Corinth, MS 38834

- Evaluate psych patients' behavior and moods with either hourly, 15 minute, and/or 5 minute checks.
- Do activity and group sessions with patients.
- Taking vitals and collecting PRNs for nurses
- Assisting with therapy sessions

*Some jobs I had in the same year were when I had to work 2 jobs. Any jobs I left were when better opportunities came along especially for the field I study. *

Education

Corinth High School Academic and Performing Arts – Honors Diploma

Jackson State University –Bachelors in Business Administration

Belhaven University (Transfer student) –Bachelors in Clinical Psychology (ONLINE COURSES) (c/o 27')

GPA- 3.50 (Summer semester) 4.00 (Fall Semester)

Skills

- Computer /Microsoft office-excel, word, PowerPoint, etc.
- Charting /faxing
- Insurance
- Communication
- Customer service
- CPR/AED
- Basic Math
- Healthcare
- Medical office
- Retail sales
- Front desk
- Phone etiquette
- Behavioral health
- Hospital
- Medical billing
- Writing
- Documentation review
- Food
- Receptionist

- Data entry
- Time management
- Active listening
- Teamwork

Awards/Recognition

- The National Honor Society (2010-2015)
- The National Society of Leadership & Success (new member/inductee) 2025
- Summer 2025 Belhaven University's Deans List
- MS Scholar & Honors AP/Cambridge Graduate 2015
- Jackson State University's Iota Phi Theta's Miss Congeniality Title 2017
- JSU Blue Ambassador 2015-2018
- The Eugene Doran Scholarship Winner/Recipient 2015
- Top 20 Class of 2015 Corinth High School
- Miss Chorus Club Sweetheart Title 2014-2015 Corinth High Homecoming

Certifications

- CPR/AED