

Emmanuel Pyle, Norfolk, VA | 757-359-5708 | Epyle14@hotmail.com

(Cv website)

<https://sites.wp.odu.edu/emmanuelpyle/>

(Linked In)

<https://www.linkedin.com/in/emmanuel-pyle-b25659157/>

## PROFESSIONAL SUMMARY

Health Professions have been one of my passions in life, learning about medicine, biostatistics, research, and Data driven projects to develop programs. Able to multi-task projects and programs while using data to support professional decision making. Possess a growing background in strategic planning, project management, operations management, process improvements, quality assurance, and training. Possess the ability to expand organizational objectives, develop capabilities, support growth, and contribute to the ongoing improvement and organizational alignment. One of My strengths is to be energetic and influence a team to push towards specific goals.

Looking to strengthen my ability to combine vision, ingenuity, and strong business acumen with well-developed project management and leadership qualities to support organizational effectiveness, reach, and overall expansion especially for healthcare and helping others.

- |                     |                        |                      |
|---------------------|------------------------|----------------------|
| · Quality Assurance | · Inventory Management | · Strategic Planning |
| · Team Leadership   | · Occupational Safety  | · Public Speaking    |
| · Data Collection   | · Personnel Management | · MS office          |

## CAREER HIGHLIGHTS

· Research Skills | Through my college experience I have learned to use databases and find materials, methods, and data to obtain knowledge, learn professional writing in APA, MLA Formats ETC. I have learned to collect data and use data to make decisions for finding consumer needs, and for presenting when informing others about important topics, while using Microsoft word, excel, PowerPoint.

· Volunteering | Working with different organizations in support of certain health missions. Volunteering with Companies like Ignite, American cancer society, EVMS, and Sentara. <https://sites.wp.odu.edu/emmanuelpyle/>

· Problem Solving/Analysis| Analyzed internal processes while recommending and implementing procedural or policy changes to improve and streamline operations while promoting overall mission accomplishment

## PROFESSIONAL EXPERIENCE

### **Pharmacy Technician**

-Walmart pharmacy, N. military highway - Norfolk, VA

August 2016- Jan. 2020

- Prepare medications. Insurance billing. Gathering correct insurance information and working with member coverage options. Informing patients with new health news including drug and vaccine updates.
- Cashier and POS management. Contact doctors for prior authorizations and sig code correcting for dose. Ordering drugs. Organizing prescriptions and managing drug orders and invoices. Scan and input prescriptions. Printing, labeling, Organizing Files and keeping files secured, backing up data in handheld devices.
- Monitoring patients with software to meet quotas for improvement regarding consumer demands, quality of services, surveys, reports, and new product distribution rates for improvement, like distributing and making patients aware of the new flu season vaccines and then keeping an ongoing data chart with percentage of patients vaccinated in our database.
- Making orders for equipment, ordering and installing printer supplies, calling software support team, applying software updates and handheld machinery, keeping up with all new updates on procedures.
- Organizing patient files and keeping order for inventory and hazardous waste management for logging and disposal and keeping up with all inventory dates.

### **Telecommunications Operator**

National Right to Work Committee - Virginia Beach, VA

October 2014 - April 2016

- Monitor Coworkers for enthusiasm, good communication skills, professionalism, and persuasion skills without fear of consumer demand.
- Update consumer information for mailing,
- read Surveys and proposals
- Ask and read new incoming scripts in return for contributions, donations, and activists, and new advocates for political rights.
- update mailing information and package mail and inform consumers about new laws regarding abortion and right to work laws etc.
- I also Print, cut, and deliver mail at this job

\*Learning to speak over the phone with customers professionally and with enthusiasm was my biggest accomplishment with this experience.

## Volunteer Work

Check Website/CV

<https://sites.wp.odu.edu/emmanuelplye/>

## Pandemic Continuing Education

Shopify online business

1 Year of Basic coding experience and inserting codes into **HTML** for Website Appearance  
Making Brochures, Marketing materials, and learning google Ads and Google Analytics for website Traffic- January 2020- current

Looking for Healthcare opportunities and internships

- Worked /volunteered with human resources team at “ANDREAHOUSE” December 2021- January 20<sup>th</sup>, 2022, to start as an intern for administration and risk management for adults and children with disabilities, however this small business was a bit underdeveloped and had only limited duties which did not meet my Requirements for Internship.
- Looking for Internship in Healthcare or Business that has extensive duties and responsibilities
- Managed projects, strategic planning, and efficiency of operations, team building, and capture project information to determine effective practices; Provided an inclusive workplace that fostered the development of others, facilitated cooperation and teamwork, while supporting constructive resolution of conflicts  
Maintained program calendars and sends out reminders of impending appointments; Assisted with outreach in the community

## Leadership

Future Health Professions

HOSA Leadership Award and Medal - (activities in CV)

HOSA member from chapter 17 / Norfolk technical center

\*Speaking in Leadership conferences before judges of certain projects dealing with health, speaking, and leadership

- *April 2016*

*Won 3rd place and bronze medal for healthy lifestyle speech.*

## Language

Spanish 3-4 years of Spanish Speaking in Highschool

+ 1 year of Spanish at University for *Spanish in Health Professions Class*

*I have used Rosetta stone to learn, I can read Spanish at 6/10 and I have spoken basic Spanish with customers while working in the pharmacy to gather patient information, create appointments and give directions.*

**Volunteering With EVMS to help Hispanic patients without insurance to take noninvasive diagnostics like cholesterol and blood pressure and to make appointment with them**

Would love to continue learning Spanish.

Managed projects, strategic planning, and efficiency of operations, team building, and capture project information to determine effective practices; Provided an inclusive workplace that fostered the development of others, facilitated cooperation and teamwork, while supporting constructive resolution of conflicts

· Maintained program calendars and sends out reminders of impending appointments;  
Assisted with outreach in the community

## EDUCATION | CERTIFICATION

Old Dominion University - Norfolk, VA — ***Bachelor of Science in public health/health administration***

**August 2016- May/2022 (Graduation)**

Norfolk VA, Hampton Blvd

**All Classes Done, looking for an internship for my final credits needed to graduate**

Norfolk Technical Center- Norfolk, VA- 2015- 2016

Pharmacy technician National Board License -1330 North military Highway, Norfolk, VA,23502

Program Director- Ms. Crystal Stokes