

DAJA LEWIS

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WEBSITES, PORTFOLIOS, PROFILES

- <https://dajalewis.wixsite.com/myportfolio>
- <https://www.linkedin.com/in/daja-lewis-67377b156>

PROFESSIONAL SUMMARY

Hardworking and passionate job seeker with strong organizational skills eager to secure entry-level public relations position. Ready to help the team achieve company goals.

WORK HISTORY

Pharmacy Technician Trainee

CVS Health | 09/2021 - Current

- Promoted to technician within pharmacy
- Learning how to complete prescriptions for customers
- Communicate information about insurance, medication use, and additional information to help customers have healthy lifestyle.
- Calculated dosage, filled prescriptions, and prepared prescription labels with absolute accuracy
- Performed various pharmacy operational activities with strong commitment to accuracy, efficiency, and service quality

Intern

Commonwealth Public Relations | 10/2021 - 12/2021

- Developed original content for blog posts and website articles for clients.
- Maintained and updated media contact lists and databases for ease of access
- Pitched to news outlets and secured clients' coverage of events, news, and achievements
- Created content calendar for firm's social media platforms with tools such as Sprout and Canva
- Constructed blogs for clients to review and edit for their websites.

SKILLS

- Teamwork and Collaboration
- Communication Support
- Pitching Media
- Write Press Releases
- Blog Posts
- Sprout
- Social media: Facebook, Instagram, Snapchat
- Microsoft: Word, PowerPoint, Excel
- Designing on Canva
- Content Calendar
- Media list
- Customer Service and Sales Credential- Certified (4/30/17)

EDUCATION

James Madison University

Harrisonburg, VA

08/2021

Bachelor of Science:

Communication Studies, Public Relations

GPA: 3.17

- Member of Bluestone Communications
- Received 300 Brand Scholarships
- Dean's List: Feb 2020, Feb. 2021, and June 2021

- Prepared social media posts and videos with eye for viral content strategies

Sales Associate

CVS Health | 06/2020

- Communicate to customers by addressing questions or concerns about our service and products
- Pitch promotions and store membership programs to customers.
- Organized racks and shelves to maintain store visual appeal, engage customers, and promote specific merchandise
- Maintained calm demeanor and professionally managed issues in busy, high-stress situations
- Assessed customer needs and utilized suggestive selling techniques to drive sales
- Gained customer trust and confidence by demonstrating compelling, persuasive and composed professional demeanor

Account Associate

Bluestone Communications | 01/2021 - 05/2021

- Worked with account team semester-long helping create content for a real and project-based client
- Carried positive mindset in fast pace environment while welcoming feedback from teammates when working on projects for clients
- Manage client media kits including press releases, email pitches, content calendars, and other deliverables to meet client's needs and goals for their business.

CERTIFICATIONS

Awards Dean's List: Fall Semester 2020, Fall Semester 2021, Spring Semester 2021 PRSSA: Active Senior Award Bluestone Communications: 300 Brand Scholarship