

# Ericka N. Seward

*Executive Assistant*

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## Experience

### Entrepreneur

Agape Administrative Services

2017 - Present

- Assist individuals, business owners and organizations with clerical or administrative needs
- Create graphics and marketing materials like flyers, event programs, tickets, etc.
- Provide business writing services including resumes, letters and business plans

### Certified Pharmacy Technician, CphT

Kroger Pharmacy

2011 - 2020

- Assist the general public by receiving and making customer calls regarding prescriptions
- Data entry of patient information and prescriptions
- Provided training to new team members

### Executive Assistant

Southern Star Development Corporation

2005 - 2010

- Assist the Executive Director with writing grants and reporting progress to funding entities
- Created payroll system in Microsoft Excel to track and distribute employee's pay
- Maintain accurate financial records and prepare tax documents for accountant

## Skills and Abilities

- Customer Service and detail oriented
- Excellent organizational and problem solving skills
- Proficient in Microsoft Excel, Powerpoint, Publisher and Word
- Unique ability to perform and coordinate several tasks simultaneously

## Education

### Sullivan University/ Louisville, KY

Bachelors Degree  
Business Administration  
Concentration: Marketing 2004

Associates Degree 1997  
Computer Science  
Concentration: PC Support

- Secretary of Phi Beta Lambda
- Work Study Library Assistant
- Occasional Front Desk Receptionist

## Certifications

### Certified Pharmacy Technician

Pharmacy Technician Certification Board (PTCB)  
2014 - 2020

### Notary Public

Kentucky, State at Large  
ID #594112  
Commission Expires 01/2022