

Jessica Pereyra

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Professional Summary

Detail-oriented and bilingual (English/Spanish) data specialist with a Bachelor's in Computer Science and hands-on experience in data entry, audits, and cross-functional coordination. Proven success in improving accuracy, efficiency, and workflow processes in high-volume environments. Strong technical foundation in Microsoft Excel, Salesforce, SQL, and data quality control. Eager to contribute analytical skills to a collaborative data-driven team.

Technical & Professional Skills

- **Tools & Software:** Microsoft Excel, Microsoft Word, Salesforce, Google Sheets, Outlook
- **Soft Skills:** Verbal & written communication, organization, multitasking, team collaboration
- **Data Management:** Data entry, auditing, quality control, report generation
- **Languages:** English (fluent), Spanish (fluent)
- **Programming Languages:** SQL, Python, Apex

Experience

MARCH 2024 – NOVEMBER 2024

Data Entry Specialist / PillPack by Amazon Pharmacy –
Manchester, NH

- Implemented quality control processes, improving reporting accuracy and stakeholder confidence.
- Streamlined workflows, significantly improving processing time and productivity.

- Executed data audits, boosting accuracy and operational efficiency.
- Developed training modules, accelerating onboarding and ensuring data quality.
- Collaborated across teams to resolve data discrepancies and drive accountability.

APRIL 2020 – MARCH 2024

Certified Pharmacy Technician / PillPack by Amazon Pharmacy – Manchester, NH

- Analyzed billing data to ensure compliance and reduce processing errors.
- Facilitated communication between patients, pharmacists, and insurers to resolve data issues.
- Audited prescription records, correcting discrepancies to ensure patient safety.
- Managed inventory data, minimizing waste and enhancing supply efficiency.
- Created patient follow-up protocols to improve medication adherence and outcome tracking.

Education

2020

Computer Science – Bachelor of Science / Southern New Hampshire University – Manchester, NH

Dean List

2015

Liberal Studies – Associate of Science / Middlesex Community College – Bedford, MA

Dean List

2024

Salesforce Database Administrator / Correlation One

- Completed intensive data administration training focused on Salesforce CRM and database systems.
- Learned to create reports, manage dashboards, and maintain data integrity in CRM environments.
- Gained hands-on experience with workflows, validation rules, and user access controls.