



Jyasmin S. King-Garner

iking203@my.gcu.edu | 601.521.3189

Purpose: To display my personal and professional experiences and abilities that demonstrate qualities that will make me a valuable member of your team.

Education

Grand Canyon University- M.S.CMHC 2023 – Current
(3.55 GPA)

- Coursework includes rigorous and in-depth decisions related to human behavior and development. The explore the impact of biopsychosocial factors on human relations, mental health, and daily experiences.
- Throughout the course work, faculty integrated faith-based principles, professional standards, professional dispositions, and legal and ethical considerations within professional decision-making.

Jarvis Christian University - B.S. Biology 2016-2020
(3.0 GPA)

- Coursework include general college level studies, in addition, to courses focused on biological sciences including Microbiology, Human Anatomy and Psychology, Nutrition, Human Development, Chemistry, Organic Chemistry and Inorganic Chemistry.
- We also participated in literature review and lab based research studies. My senior project examine the *Effects of Aloe Vera on MCF-7 Cells*. This research study afforded me the opportunity to recent hands on lab experience and fundamental training in the employment of laboratory procedures.

Employment

Jarvis Christian University September 2022- Current

- I currently serve as the administrative assistant in the office of Academic Affairs. In this position I would directly under the Vice President of Academic Affairs/Provost, answering calls, scheduling meeting, maintaining files, assisting in the planning and execution of department meeting, trainings, and retreats. I am also responsible for processing essential office and institution documents.

City of Jackson Water Treatment Plan 2020- 2021

- As an Operator I, my duties included collecting water samples around the plant and running a series of tests to monitor the quality of the water at various stages of the water treatment process. I was then required to analyze the data and share my findings with Operator II on duty, who was responsible for the treatment of the water. My duties also included assisting in basic plant maintenance, on-site training in preparation of becoming Operator II, and inventory check-in of essential chemicals for the treatment of drinking water.

Walgreens 2020 -2023

- As a cashier, among my many responsibilities and duties, work as a customer service representative, restocked shelves, operated the POS computer/register system, and maintain accurate account of all monies inside the cash box/ cash register.
- My duties as a Pharmacy Technician included but were not limited to typing customer prescription orders, filling prescription, checking inventory, filing prescriptions, processing customer insurance, resolving insurance claims, working with a team to ensure customer satisfaction. I also received a certification to administer vaccination during the Covid-19 Pandemic.
- I also served as a Shift Lead. This position duties included all responsible of a cashier and pharmacy technician in addition to, opening and closing the store, conducting daily store inventory checks and mark downs, employee conflict resolution, customer service, counting down and resetting all store registers and complete store resets.

Organizational Memberships

Zeta Phi Beta Sorority, Incorporate (Graduate Level Membership)

- Elected as Undergraduate Advisor in 2024, where I served as a mentor and advisor for collegiate members of the organization, assisting in the planning and execution of community service events focused on elder care, premature awareness, breast cancer awareness, domestic violence awareness, and other community outreach programs. I also help to coordinate training and appointed Membership Intake Coordinator for the Theta Mu Zeta Chapter in Longview in 2025

Zeta Phi Beta Sorority, Incorporated (Undergraduate Membership)

- I became a proud member of Zeta Phi Beta Sorority, Incorporated in 2017, where I served as chapter secretary. In 2018, I was elected chapter Vice

President and Member Intake Coordinator workshops for professional development and raise funds to support the undergraduate members in attending state and regional workshops and training.

Member of Epsilon Honor Society

Member of Alpha Chi National Honor Society

S3 Collegiate Marching Band

- I was a member of the Sophisticated Sounds of Soul marching band from 2016 until 2020. During my time in the band, I served in multiple leadership roles including Clarinet Section Leader during the 2017-2018 school year. I was honored to become the bands first female drum major and served from 2018 until graduation in 2020.

Jarvis Christian University Student Government Association

- I was an active member of the Student Government Association from 2016 until 2020. I served as Freshman class Chaplain, Sophomore Class Secretary, Junior Class President and Senior Class President.

Presentations

Spring 2025 Empower HER East Texas Women's Conference- Jarvis Christian University

- Wellness 101: An all-inclusive presentation to college women about the women's health from annual exams and check-ups to the importance of mental. This presentation included recognizing signs of burnout, managing stress, and seeking professional help when needed.

Skills

- **Organization and Planning**
- **Communication**
- **Problem Solving and Critical Thinking**
- **Teamwork**
- **Conflict Resolution**

