

Donovan D. Morton

Phone: (601) 573-2668 • 156 Belle Oak Drive Brandon, MS 39042 • ddmorton01@gmail.com

SKILLS

- Ability to plan, organize, and coordinate work according to priority level.
- Provides excellent customer service, self-starter, and goal oriented
- Microsoft Office proficient and with experience in content creating

PROFESSIONAL EXPERIENCE

Kroger

Pharmacy Technician Brandon, Mississippi

November 2024-Current

- Reviews and interprets medication orders from physicians, entering prescription data for pharmacist verification in accordance with federal and state laws.
- Receives stocks, and manages medication inventory, assisting with periodic inventory checks and maintaining accurate drug and supply records.
- Prepares and labels medications for pharmacist verification, ensuring proper selection, counting, and packaging of prescriptions.
- Communicates with patients, prescribers, and insurance companies to resolve issues related to prescription claims, prior authorizations, and co-pay structures.
- Provides administrative support, assists in training new associates, and participates in team meetings to maintain compliance with pharmacy policies and improve patient care.

Home Depot

Customer Service/Cashier Brandon, Mississippi

April 2024-May 2025

Cashier

- Accurately process customer transactions such as orders, returns, and exchanges.
- Preserve a clean and welcoming checkout area while delivering positive customer service
- Manage a precise cash register, guaranteeing all transactions are properly recorded.
- Support team objectives by achieving associated outcomes as required.

Jackson State University

Student Employment Office Jackson, Mississippi

August 2021-April 2024

Clerical assistant - Student Work study

- Processed student employment contracts through data entry
- Provided customer service to the student body providing resources for job placement
- Processed, filed, and maintained all departmental records and correspondences.

City of Farmers Branch

Farmers Branch Recreational Center Farmers Branch, Texas

June 2023-August 2023

Recreation Leader - Summer Employment

- Maintained a clean and safe facility, promoted services and programs, and supervised team building connections
- Performed administrative and clerical duties including answering phones; printing and copying documents; preparing and maintaining financial aid participant records; filing; front desk reception functions, as well as maintained displays

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- Enrolled participants in programs and classes, managed membership registrations, monitored member check-ins, maintained supplies and inventories, offered tours and information to prospective clients, addressed inquiries and concerns, aided with fitness equipment usage, promoted facility offerings, and cultivated positive relationships with guests.

Burger King Madison, Mississippi

April 2018-August 2022

Cashier

- Greeted customers and assist the customers in making decisions by providing them with information regarding ingredients and resolving concerns.
- Processed cash and credit card payments, tender change and ensure that receipts are signed.
- Provided customers with a timeline within which their orders are delivered.
- Balanced cash registers at the end of the shift and ensure that any discrepancies are immediately resolved.

Steak Escape Madison, Mississippi

September 2017-April 2018

Cashier

- Greeted and assisted customers in making decisions by providing them with information regarding ingredients.
- Processed cash and credit card payments, tender change and ensuring receipts were signed.
- Accounted for daily cash transactions by reconciling registers at the conclusion of each shift and promptly addressing any discrepancies.
- Cleaned, maintained and sanitized the cash counter, as well as maintained the prep line with stocked goods.

EDUCATION

Jackson State University Jackson, Mississippi

Major: Biology Pre-Med

Currently attending 3.1 GPA

Degree Conferred May 2024

Germantown High School Madison, Mississippi

Diploma – May 2020, 2.7 GPA

CLUBS/ORGANIZATIONS

Jackson State University Jackson, Mississippi

- Trio Stem Program, Aristocrats STEM Program, Cheer Squad - Tumbler/Stunt/Cheer 2020-2023
- Amazon Prime College Tour Cast Member 2022
- Nissan North America - BAMG- Driving Force Multimedia Internship Program 2023

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Germantown High School Madison, Mississippi

- Voted by the student body as a Junior and Senior Beau for homecoming court for the 2018-19 and 2019-2020 school year.
- Choir and JROTC ○ Role: Tenor Singer, Cadet and PT team member

Kappa League Jackson, Mississippi

- J.A.C Kappa League Mentoring Program - Chapter member, Step Team member and Treasurer