

Paula Beatty
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Education

Bachelors of Arts in Philosophy (Morality, Politics, and Law)
Arizona State University 2020-2022

Professional Experience

Equipment Pharmacy Technician, Optum August 2025—May 2026
Phoenix, Arizona

- Manage complex documentation and communication workflows in a high-volume environment.
- Prepare structure key performance indicators reports and documentation used by senior leaders.
- Maintain confidential records and support operational workflows across multiple teams.

Pharmacy Technician, Amazon January 2025—July 2025
Phoenix, Arizona

- Entered, reviewed, and validated data across multiple platforms to support medication processing.
- Coordinated with multiple department to resolve issues an support leadership needs.
- Strengthened ability to manage sensitive information with discretion and professionalism.

Pharmacy Technician, Centene August 2019—July 2024
Phoenix, Arizona

- Analyzed and processed prior authorizations using multiple internal systems and databases.
- Coordinated with cross-functional teams to resolve issues and maintain workflow efficiency.
- Identified workflow gaps and contributed to solutions that improve efficiency and accuracy.

Science Content Intern, Macmillan Summer 2015
MacNew York, New York

- Conducted research and supported development of structured educational materials.
 - Assisted with formatting, editing, and organizing content for publication.
- 2019

Research Intern, National Institutes of Health May 2012- August 2014
Phoenix, Arizona

- Maintained strict documentation and control standards.
 - Presented research at the International Science and Engineering Fair (4th place, Biochemistry)
 - Supported federally funded research initiatives requiring precision, and analytical rigor.
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Skills

Microsoft office suite, public health research, leadership, teamwork, ethical studies