

# Erika Bouchard

## **Attorney's assistant**

Hamilton, IL 62341

[erikajean2004@gmail.com](mailto:erikajean2004@gmail.com)

+1 309 318 9466

I'm a fast learner and easy to get along with and would love an opportunity to be a part of something big, I can be there at any given time and love children, I will be an asset to you by being the best I can be at any job you give me and by being an honest hardworking and problem solving employee.

Authorized to work in the US for any employer

## Work Experience

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### **Walgreens Pharmacy Technician**

Walgreens Boots Alliance - Keokuk, IA

November 2019 to May 2022

I was working on my senior tech license and I passed the PTCB while I was employed there I also took classes and was promoted twice.

### **Attorney's assistant**

James Hoffman's Law Office - Keokuk, IA

September 2005 to December 2005

Traveled to courthouses in many different cities/opened, sent and organized mail, filed cases, took phone messages, and several odd jobs in support of the firms' services.

### **Waitress**

Hotel Nauvoo - Nauvoo, IL

March 2005 to July 2005

Served food and drinks to customers, also worked at the register.

### **Telephone Service Representative**

TSR - Keokuk, IA

January 2003 to January 2004

Solicited potential customers offering credit card services and identity theft protection. Customer management services to large companies.

Erika Bouchard

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## Education

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### **Associate of Applied Science in Computer Forensics**

Indian Hills Community College

May 2008

Carl Sandburg College - Carthage, IL

March 2006 to June 2006

## Skills

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- ACCESS (Less than 1 year)
- DATA RECOVERY (Less than 1 year)
- DOS (Less than 1 year)
- ENCASE (Less than 1 year)
- FILE (Less than 1 year)
- Pharmacy Technician Experience
- Compounding Medications
- Operating Systems

## Certifications and Licenses

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### **Pharmacy Technician License**

## Additional Information

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Technical Qualifications:

- ❖ Encase
- ❖ Forensic Toolkit
- ❖ Password Recovery Toolkit
- ❖ Access Data
- ❖ Various Hex Editor programs
- ❖ Electronic Data Recovery
- ❖ Windows, Linux, Knopix, and DOS
- ❖ Microsoft Office-03&07
  - PowerPoint, Outlook
  - Word, Access
- ❖ (MBR)Master Boot Record
- ❖ FAT 12, 16, and NTFS file systems