

Elizabeth Doe
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Profile

Experienced pharmacy technician with 8 years of experience in the field. Ongoing work in high-traffic pharmacies processing over 200 prescriptions per day. Expedient and dedicated professional passionate about making a difference for patients.

Professional Experience

Head Pharmacy Technician, Greenwalls Pharmacy, Newark, NJ

March 2018 to Present

- Oversee all other pharmacy technicians, including staffing and scheduling
- Manage all aspects of the pharmacy, including ensuring medications are in stock, keeping store areas cleaning, and communicating with store pharmacists to ensure no shortages or supply challenges
- Utilize in-store software to collect patient and drug information necessary to fill required prescriptions
- Provide excellent customer service by greeting customers, filling prescriptions, and providing basic information about medication use and general healthcare

Pharmacy Technician, Minute Health Pharmacy, Newark, NJ

March 2013 to February 2018

- Entered patient and drug information to properly maintain comprehensive and correct patient records
- Processed claims for third-party program prescriptions
- Prepared prescription medications for postage for those enrolled in the prescription-by-mail program
- Answered phones and provided support for all queries not requiring direct pharmacist intervention
- Delivered an excellent customer service experience to every pharmacy guest
- Provided support to the pharmacist in any way necessary to ensure smooth operations

Education

Pharmacy Technician Certification, Penn Foster Career School

September 2009 to December 2009

Certified Pharmacy Technician, 2010

Pharmacy Technician Certification Board (PTCB)

Key Skills

- Medication sorting
- Medication distribution
- Prescription processing
- Prescription verification
- Customer service
- Communication skills