

**Elizabeth Doe**  
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## Profile

Recently licensed pharmacy technician passionate about making a difference in the world of prescription of medication. Excellent customer service skills and attention to detail. Experienced in serving customers, including face to face in both retail and hospitality settings.

## Key Skills

- Customer service skills
- Communication skills
- Attention to detail
- Pharmaceutical knowledge
- Microsoft Office

## Education

### **Pharmacy Technician Certification, New Educare, Commerce, NJ**

*August 2019 to December 2019*

### **Certified Pharmacy Technician, 2019**

*Pharmacy Technician Certification Board (PTCB)*

## Professional Experience

### **Cashier, Lovely Supermarket, Newark, NJ**

*January 2020 to Present*

- Greet guests at the conclusion of shopping and ensure all expectations were met
- Handle all aspects of checkout process, including scanning items, verifying prices, processing credit card and cash payment and bagging items
- Balance a cash drawer and ensure all transactions reconcile to prevent loss of revenue
- Assist with general store needs, including setting up displays, collecting carts and reorganizing inventory

### **Restaurant Hostess, Little Bee Cafe, Newark, NJ**

*January 2019 to December 2019*

- Greeted guests at the front door and welcomed them to the restaurant
- Seated guests based on preferences for booths or tables when possible and ensured all immediate needs were met
- Managed table rotation to ensure server sections are fair and balanced to facilitate a streamlined course of service
- Ran a wait list during busy times on weekend nights to facilitate smooth turnover
- Cleaned and reset tables when necessary to ease server burdens
- Organized takeout orders, including expediting and packaging to-go meals