

Elizabeth Doe

123 Address Rd, Anywhere, USA
eddoe@email.com
(123) 456-7890

PROFILE

Passionate customer service expert with over 10 years working in the healthcare field. Expert pharmacy technician seeking a new and challenging position in a high-volume pharmacy. Interested in growth opportunities within the field of pharmacy technology.

PROFESSIONAL EXPERIENCE

Pharmacy Technician

Blue Pharmacy, Newark, NJ | March 2016 to Present

- Process all incoming prescriptions and enter them into database management software accurately
- Communicate consistently with providers to ensure all prescriptions are correct and refills are processed in a timely manner
- Greet customers, distribute medication, answer questions about healthcare needs, and provide medications kept behind the counter
- Assist the pharmacists with all requested tasks, including organizing medication, verifying inventory, and maintaining databases

Pharmacy Assistant

Mount Spring Nursing Home, Newark, NJ | March 2010 to February 2016

- Filled medication carts and trays as directed by the head pharmacist
- Distributed medications and supplies to nursing staff as necessary
- Readied both non-sterile and sterile products for proper medication allocation and distribution
- Received packages of bulk medications and properly store it for future prescriptions
- Maintained records regarding requested prescriptions and medication distribution

EDUCATION

Pharmacy Technician Certification

Penn Foster Career School
September 2009 to December 2009

Certified Pharmacy Technician, 2009

Pharmacy Technician Certification Board (PTCB)

KEY SKILLS

- Medication sorting
- Medication distribution
- Prescription processing
- Customer service
- Attention to detail
- Communication skills