

JESSICA CLAIRE

100 Montgomery St. 10th Floor ♦ (555) 432-1000 ♦ resumesample@example.com

PROFESSIONAL SUMMARY

Dedicated consumer relations professional eager to contribute to team success through hard work, attention to detail and excellent organizational skills. Uses independent decision-making skills and sound judgment to positively impact company success. Motivated to learn, grow and excel.

SKILLS

- Accurate and detailed
- Flexible
- Maintains confidentiality
- Independent worker
- Works well under pressure
- Ability to work in detail oriented manner
- Employee Coaching and Motivation
- Quick learner
- 75-80 WPM typing speed
- MS Windows proficient

WORK HISTORY

Senior Digital Media Management/Leadership Member, 10/2017 - Current

St. Bernards Healthcare – Horsham, PA

- Oversees and manages social media accounts for brands under PepsiCo umbrella.
- Extensive ECOMM and D2C knowledge.
- Establishes team priorities, maintains schedules and monitors performance.
- Directs training and retraining of employees to boost performance and enhance business results.
- Evaluates employee performance on weekly basis and conveys constructive feedback to improve skills.
- May recommend changes in program and routines to improve efficiency within team environment.
- Participates in periodic team meetings, activities and projects.
- May assist in writing and maintaining of manuals and/or work instructions.

Data Entry Operator, Editor, 07/2016 - 08/2017

Reed Technology And Information Services, Inc – Horsham, PA

- Transcribed data from source documents according to established procedures and rules
- Verified data entered with source documents, checks for compliance with composition codes and style rules and corrects all typographical errors and missing or repeated data.
- Maintained Quantity/Quality metrics.

Pharmacy Technician/Data Entry Specialist, 10/2015 - 01/2016

Patient Direct Rx

- Properly filled and dispensed an average of 400 prescriptions per day.
- Assisted other pharmacy staff with drug inventory, purchasing, and receiving.
- Regularly stocked shelves, rotated stock, and checked for expired medications.
- Pre-packed bulk medicines, filled bottles with prescribed medications and affixed correct labels.
- Received and accurately processed written prescriptions from doctor's offices for patients.
- Checked prescriptions for appropriated dosage, drug interactions, allergies and contra-indications before dispensing medications.
- Effectively prioritized tasks and organized workflow to increase efficiency.

Pharmacy Technician, 02/2012 - 10/2015

Kass Management

- Effectively resolved insurance rejections and other billing issues.
- Managed drug and supply inventories.
- Compounded and repackaged medications, including unit-doses, topical medications and sterile products.
- Completed new and updated patient profiles, including lists of patient medications.
- Correctly completed pharmacy paperwork, including daily and weekly reports.
- Completed accurate cycle counts, inventory management and will-calls for customers.

EDUCATION

CPhT: Pharmacy Technology, 2013

Kaplan University - Philadelphia, PA

Associate of Science: Pre-Pharmacology, 2011

Manor College - Jenkintown, PA

Associate of Science: Veterinary Technology, 2002

Manor College - Jenkintown, PA