

ELIZABETH FINE

5205 Riviera Apt 308, Pierrefonds H8Z 2Z3 · (514) 369-9978
elizabethfine128@gmail.com

CAREER OBJECTIVE

I graduated from the *Pharmacy Technical Assistance* program at Shadd Health and Business Centre (October 2014), and am applying for a full-time position as an ATP (assistante technique en pharmacie). I am eager to apply my skills, knowledge, and techniques, and am passionate about pharmacy and working in team environment. I look forward to the opportunity to contribute to your team.

EXPERIENCE

NOVEMBER, 2015 – OCTOBER, 2017

ATP, PHARMAPRIX AT OANA CHRISTINA POPESCU

OCTOBER, 2017 – *PRESENT*

ATP, PHARMAPRIX AT NILLI ELIAS

EDUCATION

OCTOBER 2014

DEP IN PHARMACY TECHNICAL ASSISTANCE, SHADD HEALTH & BUSINESS CENTER
MONTREAL, QUEBEC

2009

DEP IN DENTAL ASSISTANCE, LESTER B. PEARSON
LASALLE, QUEBEC

1990

DEC IN SOCIAL SCIENCE, JOHN ABBOTT COLLEGE
SAINTE-ANNE-DE-BELLEVUE, QUEBEC

1984

HIGH SCHOOL DIPLOMA, RIVERDALE HIGH SCHOOL
MONTREAL, QUEBEC

SKILLS

- Familiar with medical software (AssystRx, Gesphar, Maxident, introduction to RxPro)
- Ability to use medical terminology effectively
- Excellent communication and interpersonal skills
- Ability to remain calm under pressure and in emergency situations
- Excellent attention to detail

STAGE

- Stage experience at Jean Coutu, with Mrs. Karine Legault and her team

ADDITIONAL EXPERIENCE

- St. John's ambulance CPR course
- Co-Franchisee at mmmufins, Gatineau, Quebec

PROFESSIONAL DUTIES

Pharmacy Technical Assistant

- Receiving patients at accueil
- Creating dossiers for new patients
- Entering new prescriptions and renewing existing prescriptions
- Checking expiries of medications monthly
- Faxing doctors for prescription renewals
- Experience with magistrales
- Experience with dispills
- Narcotics count
- Inventory of all stock supplies - ordering of materials from suppliers

Dental Assistant

- Receiving and preparing patients for dental treatments
- Disinfecting operatories and sterilizing instruments – autoclaves, statims
- Preparing dental trays for various procedures
- Taking radiograph and development of bitewings
- Inventory of all stock supplies – ordering of materials from suppliers
- Dental laboratory procedures – study and diagnostic models
- Multi-tasked at front desk (reception) – confirmation of appointments
- Comprehensive charting on patients during initial dental examination