

COLLEEN KIRKPATRICK

Information Technology

2806 Stokes Rd
Toms River, NJ 08755

(908)280-5010

Kirkpatc@kean.edu

OBJECTIVE

Seeking a job/internship related to Information
Technology/Cyber Security

EDUCATION

Kean University
Union, NJ
(2019-Present)
Anticipated Bachelor's
Degree in Information
Technology Cyber
Security Option

Ocean County College
Toms River, NJ
(2015-2018)
Associates Degree

**Toms River High
School North**
Toms River, NJ
(2011- 2015)
High School Diploma

EXPERIENCE

September 2017- Present

CVS Pharmacy • Pharmacy Technician • Tabernacle, NJ

- Implement practice of utilizing pharmacy management software
- Operate Rx processing system and cash register system
- Assists in resolving computer problems
- Utilize EPIC software
- Compile data, initiate new patient files and update existing files
- Carefully measured prescriptions, prepared labels and filled 50 - 200 orders daily
- Serve 200+ customers daily by taking prescriptions, answering questions, billing insurance and handling payment
- Managed inventory for 800+ behind & over the counter medications
- Respect customers privacy by maintain strict confidentiality and upholding all local and HIPAA laws
- Managed phone calls across 12 lines, putting through prescriptions, answering questions and resolving customers concerns

September 2021 – December 20, 2021

Internship • Kean University • Supplemental Instructor • Union

- Host sessions discussing material relating to Java
- Create Java coding activities for students
- Supply students with the resources needed to succeed in their studies

KEY SKILLS

- Java
- Linux
- Mathematics
- Problem Solving
- Database Software
- EPIC Software
- Time Management
- Microsoft Suites

