

#277 Windy Drive
Gulf View
La Romaine
September 30, 2015

Manager, Recruitment & Employee Relations
#39A Wrightson Road
Port of Spain

Dear Sir/Madam

Position: PART-TIME PHARMACIST

I am applying for the position of Part-Time Pharmacist. This position matches my career interests and is compatible with my skills and experience.

I am a Registered Pharmacist and member of the Pharmacy Board of Trinidad and Tobago. I am currently pursuing an International MBA at the Arthur Lok Jack Graduate School of Business with an expected graduation in August 2016.

I have attached my resume for your review.

I shall be willing to attend for an interview at your convenience.

Thanking you for an early and favourable reply.

Yours sincerely


SIMONE ALEXANDER

Attach. (1)

Simone Ariane Alexander
277 Windy Drive, Gulf View, La Romaine
Contact Number: (868) 782-9626
Email address: simonealexa@yahoo.com

Objective: To strive for excellence in all undertakings while maintaining the highest standards of professional conduct

PROFESSIONAL QUALIFICATION:

Pharmacy Board of Trinidad and Tobago Certificate of Registration as a Pharmacist

EDUCATION:

The Arthur Lok Jack Graduate School of Business, The University of the West Indies, Faculty of Social Sciences

2013 – 2016 (expected)

International Master of Business Administration, specialization in International Finance

The University of the West Indies, Faculty of Medical Sciences, School of Pharmacy

2006 – 2010

Bachelor of Science in Pharmacy with **First Class Honours** awarded July 1, 2010

Activities/Awards:

- Elected Assistant Secretary of the Trinidad and Tobago Organization of Pharmacy Students for the academic year 2008/2009
- Awarded the UWI Development and Endowment Fund Bursary for Academic Excellence for 2006/2007, 2007/2008 and 2008/2009
- Awarded Certificate of Achievement for Academic Excellence in Pharmacy Studies for 2006/2007 and 2007/2008

The University of the West Indies, Open Campus (formerly School of Continuing Studies)

2005 – 2006

Association of Business Executives Certificate

Naparima Girls' High School

1998 – 2005

2005: G.C.E. (A-Level) (one A, three B's)

2003: CXC (CSEC) (seven I's, one II) and G.C.E. Advanced Subsidiary Mathematics (B)

Activities/Awards:

- Deputy Head Girl 2003/2004
- President of the Naparima Girls' High School String Orchestra 2003/2004
- Awarded the Margaret Lodhar-Manchoon Prize for Leadership for 2003/2004
- Awarded the Prize for **First Place** in Spanish for 1998/1999

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EXPERIENCE:

Total Care Pharmacy

2013 November – 2015 March

Pharmacist

- Screening and processing prescriptions
- Preparing and dispensing medications and other pharmaceutical products
- Maintaining an adequate supply of pharmaceuticals and other goods
- Counselling patients regarding the purposes and effects of their medications
- Monitoring expiries of pharmaceuticals
- Supervision of professional and support staff engaged in the provision of pharmaceutical services
- Maintaining records and documents for Drug Inspectorate
- Communicating with health care professionals and patients regarding rational drug therapy
- Blood glucose, blood pressure and blood cholesterol testing

South-West Regional Health Authority

2011 April – 2013 July

Pharmacist II (Ag.), Marabella Health Centre

Pharmacist II (Ag.), Indian Walk Health Centre

- Supervision of professional and support staff engaged in the provision of pharmaceutical services
- Maintaining records and documents for Drug Inspectorate
- Communicating with health care professionals and patients regarding rational drug therapy
- Retrieving, evaluating and managing professional information and literature
- Using clinical data to optimise therapeutic drug regimens

Pharmacist I, Area Hospital Point Fortin

Pharmacist I, San Fernando General Hospital

- Screening and processing prescriptions
- Compounding and dispensing medications and other pharmaceutical products
- Maintaining an adequate supply of pharmaceuticals and other goods
- Counselling patients regarding the purposes and effects of their medications
- Monitoring expiries of pharmaceuticals
- Prepared Total Parenteral Nutrition (TPN) for neonates

2010 August – 2011 March

Temporary Pharmacist, San Fernando General Hospital

- Performed the duties of a Pharmacist I under supervision

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CERTIFICATES OF ACHIEVEMENT:

Sign Language:

Caribbean Sign Language Centre

2014 August

Certificate of Achievement Level 1 Sign Language Program

Dance:

Dance Vision International Dance Association (DVIDA)

2013 January

Certificate of Achievement with **High Honors**

Bronze III – American Style Rumba, Cha Cha, Merengue, Salsa

Eugene Joseph's Trinidad Dance Theatre

2012 December

Certificate of Achievement in recognition of progress in Dance

Music:

Trinity College London

2004 January

Grade 4 Violin

REFERENCES:

To be supplied upon request