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| ***DYANA MITCHELL***  ***#47 Royal road San Fernando***  [***dyana.mitchell@yahoo.com***](mailto:dyana.mitchell@yahoo.com)  ***(868)495-0413*** |
| **OBJECTIVE** |
| To work harmoniously with my employer and employees and to enhance my knowledge and understanding in order to gain experience in the world of work, so that I may be able to apply my knowledge meaningfully, contributing not only to my general progress but also to the improvement of the organization to which I work. |
| |  | | --- | | **PROFILE** | | Customer Focus: recipient of many praises for customer service.  Flexibility: positive attitude towards change and adapt easily to changing situation.  Respectful: of rights of people to privacy and confidential information  Efficient: completes task in accurate and timely manner.  Work independently: Work with minimum supervision and maximum productivity, takes accountability for actions taken.  People-oriented: Enjoy working/being with people. |   **EXPERIENCE** |

**Pharmacy Technician- Superpharm Limited**

**March 2012-January 2014**

* Fill prescriptions and CDAP
* Assist customers with OTC items.
* Replenish OTC and QS1 shelves
* Cashing
* Other duties assigned by Pharmacist
* Operate retail equipment

**Pharmacy Assistant- Sav-Mor Drugs**

**July 2008-Oct 2008**

* Accept prescriptions for dispensing
* Receiving goods
* Meet and greet pharmacy customers
* Perform routine housekeeping duties

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| **EDUCATION** |
| |  |  | | --- | --- | | **University of West Indies Open Campus- Computer Literacy** | **Jan 2010-Nov 2011** | | * The basics of computers such as the various components and their uses. * A brief look at the important functions of the operating system and the use of the Internet and e-mail. * Basic application software such as Microsoft Word, Excel and Power Point. | |  |  |  | | --- | --- | | **Princes Town Junior/Senior Comprehensive School-CXC Proficiency** | **2003-2008** | | * Chemistry Grade 2 * Biology Grade 3 * Mathematics Grade 1 * Physics Grade 3 * English A Grade 3 * Principles of Business Grade 3 * Office of Administration Grade 3 * Social Studies Grade 2  |  |  | | --- | --- | | **Mon Repos RC** | **1996-2003** | | * Acquired basic knowledge, understanding and skills * Ensured a smooth transition to secondary education | | | |  |  | | --- | | **SKILLS** |  * Good Interpersonal Skills * Good Communication Skills * Leadership Skills  |  | | --- | | **HOBBIES** |   Reading, Dancing, Internet Browsing |
| **REFERENCES** |

Khadija Dorset

Pharmacist

Lyn’s Pharmacy

(868)359-5459

Gregory Allum

Medical Laboratory Technician 2

SWRHA

(868)742-9368