

# Elizabeth Doe

123 Address Rd, Anywhere, USA  
eddoe@email.com  
(123) 456-7890

## PROFILE

Passionate customer service expert with over 10 years working in the healthcare field. Expert pharmacy technician seeking a new and challenging position in a high-volume pharmacy. Interested in growth opportunities within the field of pharmacy technology.

## PROFESSIONAL EXPERIENCE

### Pharmacy Technician

Blue Pharmacy, Newark, NJ | March 2016 to Present

- Process all incoming prescriptions and enter them into database management software accurately
- Communicate consistently with providers to ensure all prescriptions are correct and refills are processed in a timely manner
- Greet customers, distribute medication, answer questions about healthcare needs, and provide medications kept behind the counter
- Assist the pharmacists with all requested tasks, including organizing medication, verifying inventory, and maintaining databases

### Pharmacy Assistant

Mount Spring Nursing Home, Newark, NJ | March 2010 to February 2016

- Filled medication carts and trays as directed by the head pharmacist
- Distributed medications and supplies to nursing staff as necessary
- Readied both non-sterile and sterile products for proper medication allocation and distribution
- Received packages of bulk medications and properly store it for future prescriptions
- Maintained records regarding requested prescriptions and medication distribution

## EDUCATION

### Pharmacy Technician Certification

Penn Foster Career School  
September 2009 to December 2009

### Certified Pharmacy Technician, 2009

Pharmacy Technician Certification Board (PTCB)

## KEY SKILLS

- Medication sorting
- Medication distribution
- Prescription processing
- Customer service
- Attention to detail
- Communication skills