

Elizabeth Doe

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Experienced pharmacy technician with 8 years of experience in the field. Ongoing work in high-traffic pharmacies processing over 200 prescriptions per day. Expedient and dedicated professional passionate about making a difference for patients.

Education

Pharmacy Technician
Certification

Penn Foster Career School
September 2009 to December 2009

Certified Pharmacy Technician,
2010

Pharmacy Technician Certification
Board (PTCB)

Key Skills

- ♦ Medication sorting
- Medication distribution
- Prescription processing
- Prescription verification
- Customer service
- Communication skills

Professional Experience

Head Pharmacy Technician

Greenwalls Pharmacy, Newark, MJ | March 2018 to Present

- Oversee all other pharmacy technicians, including staffing and scheduling
- Manage all aspects of the pharmacy, including ensuring medications are in stock, keeping store areas cleaning, and communicating with store pharmacists to ensure no shortages or supply challenges
- Utilize in-store software to collect patient and drug information necessary to fill required prescriptions
- Provide excellent customer service by greeting customers, filling prescriptions, and providing basic information about medication use and general healthcare

Pharmacy Technician

Minute Health Pharmacy, Newark, NJ | March 2015 to February 2018

- Entered patient and drug information to properly maintain comprehensive and correct patient records
- Processed claims for third-party program prescriptions
- Prepared prescription medications for postage for those enrolled in the prescription-by-mail program
- Answered phones and provided support for all queries not requiring direct pharmacist intervention
- Delivered an excellent customer service experience to every pharmacy guest
- Provided support to the pharmacist in any way necessary to ensure smooth operations