

Jada Green

Technician

Philadelphia, PA - Email me on Indeed: [indeed.com/r/Jada-Green/71b7f73b35421bd4](https://www.indeed.com/r/Jada-Green/71b7f73b35421bd4)

Authorized to work in the US for any employer

WORK EXPERIENCE

Technician

Good Heart Pharmacy - Philadelphia, PA - May 2015 to April 2016

Greeted customers in a friendly and courteous manner

- Operated cash register while fulfilling Burlington's customer service requirements
- Maintained and stocked check out area throughout the
- Filled prescriptions for patients
- Answered phones for pharmacist
- Did medical billing for patients' medicine through database

Cashier

Burlington Coat Factory - Upper Darby, PA - August 2013 to March 2014

- Greeted customers in a friendly and courteous manner
- Operated cash register while fulfilling Burlington's customer service requirements
- Maintained and stocked check out area throughout the day
- Processed lay away purchases
- Recovered store at the end of the day

Camp counselor

Camp C.O.G. I.C - Philadelphia, PA - June 2011 to August 2011

- Supervised a group of 9 and 10 year old children throughout the day
- Implemented creative learning activities that taught the value of religion, education, art and physical activity
- Helped choreograph praise dance routines
- provided weekly tutoring services

EDUCATION

Communication studies

Community College of Philadelphia
September 2013 to Present

Pharmacy technician

Lincoln Technical Institute
February 2015 to September 2015

High School Diploma

Motivation High School
September 2007 to June 2011

SKILLS

= Knowledge of General Office Equipment, = Developed professional communication skills and approaches, = Proficient in Microsoft Word, Clerical and Alphanumeric Filing, = Well versed rules, statuses and regulations pertaining to pharmacology, Proficient is using a cash register, older and newer databases, Advanced in customer service, inventory, and floor work in a retail setting, Knowledgeable in the languages spanish and french, proficient in the language arabic