

**Jo-Anne Javillo**  
**9/22-26 Goodall Parade Mawson Lakes 5095 SA**  
**0405 111 701**  
**E – mail: [joanne.javillo@gmail.com](mailto:joanne.javillo@gmail.com)**

## **EMPLOYMENT HISTORY**

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### **ROYAL ADELAIDE HOSPITAL**

Port Rd, Adelaide SA 5000

Pharmacy Assistant (Full Time) – November 19, 2018 – Present

- Key in inpatient medication request from nursing wards
- Prepare inpatient medication request for checking by the pharmacist
- Performs stocktake under the supervision of the pharmacist
- Checks medication that are expiring within the month under the supervision of the pharmacist
- Answer pharmacy related queries through phone
- Performs inventory management e.g solving discrepancies, monitor short dated stocks etc
- Covers for purchasing officer if main purchasing officer is on leave
- Does store cover e.g marking and receiving of stocks
- Refilling of ADC machines in the wards
- Performs any duties as and when required by the pharmacist

### **TERRY WHITE CHEMMART HIBISCUS**

**Country Wellness Group**

Leanyer Drive, Leanyer NT 0812

Pharmacy Assistant with DAA Duties (Full time)

March 2017 – November 2018

- Assist Pharmacist with dispensing prescriptions
- Assist in the sale of schedule substances and general medicines to public
- Communicate regularly with allied health professionals
- Produce and generate Webster packing schedule - ensures that packs are prepared and checked by the pharmacist on time.
- Generate last prescription reminder and owing prescriptions for websterpack and sachet patients
- Ensure that the medication float of the websterpack patients are up to date in the Webstercare
- Pack medication sachets for patients
- Audit and prepares report of Nursing Homes Imprest
- Manage and control the Webstercare inventory and stationary
- Pack the daily nursing home order as per nursing home request
- Receive and process stocks (medications)
- Relay information to patient under the direction of the pharmacist
- Assist in organizing and monitoring the pharmacy inventory level
- Perform any duties as and when required by the pharmacist

### **TAN TOCK SENG HOSPITAL PTE LTD – SINGAPORE**

<https://www.ttsh.com.sg/aboutTTSH/>

Senior Pharmacy Technician – INPATIENT PHARMACY

March 9, 2009 – December 31, 2015

- Analyze and process medication orders from the dispensary cards and Electronic Inpatient Medical Record (EIMR) orders for inpatient.
- Prepares, pack and check medicines for patients.

- Responsible for checking and ordering of stocks that are below the assigned par level.
- Receives and checks stocks that are coming from the pharmacy store or from other sections of pharmacy.
- Do an inventory and cycle count of the stocks of medicines in inpatient pharmacy in preparation for the yearly stocktake.
- Checks expiry dates of the drugs, storage conditions and making sure that First – In, First – Out (FIFO) is strictly implemented.
- Checks prescriptions of patients that are going home or going back to nursing homes.
- Responsible for calling the doctor or allied health profession if there is an illegible or vague order of medicines for the patients.
- Teach new staff on how to pack, process and checks medication orders from dispensary cards, Electronic Inpatient Medical Record (EIMR) and prescriptions.
- Responsible for accepting and amending in the system of the return medications of the patient.
- Responsible for supplying replenishment drugs for Operating Theater, Day Surgery and Medical Day Center.
- Prepares and checks pre- chemo medications of patients undergoing chemotherapy.
- Responsible for putting up bins of new drugs, and updating the labels of the bins for Look – Alike, Sound – Alike and Multiple strength drugs.
- Coordinates the activities with other pharmacy technician and pharmacy assistants.
- Performs any duties as and when required by the Pharmacist/Pharmacy Manager.

## **FARMACIA EMPERATRIZ - PHILIPPINES**

Pharmacist - Supervisor

October 2006 – February 2009

August 2001 – December 2002

### **JOB SUMMARY:**

In – charge with the over all activity of the shop, from procurement, storage of drug supplies, preparation and dispensing of pharmaceutical product, to keeping record and patient counseling.

## **Makati Medical Center – PHILIPPINES**

<http://www.makatimed.net.ph/about-mmc/about-us>

### **Clinical Pharmacy - Staff Pharmacist II – Clinical Pharmacist**

March 2003 – September 30, 2006

### **JOB SUMMARY:**

Responsible for transcribing Doctor's order, preparation and endorsements of medications, monitors drug therapy of the patient, prepares skin test solutions, assist in giving emergency care, counsels patients on their medications and provides drug information. Acts as preceptor to students taking up Doctor of Pharmacy and to the Pharmacy interns.

### **Outpatient Pharmacy- Staff Pharmacist II – Outpatient Pharmacy**

October 2002 – March 2003

### **JOB SUMMARY:**

Responsible in dispensing and filling up prescriptions for inpatients, outpatients and employees free medication, issuing cash and charge receipts, counseling outpatients on their medications and providing information to allied medical profession.

### **Inpatient Pharmacy - Staff Pharmacist II – Inpatient Pharmacy**

April 2002 – October 2002

### **JOB SUMMARY:**

Responsible for the prompt filling and dispensing of medication orders, preparation skin test solutions of antibiotics and other medicines for nursing units, checking expiration dates of drugs in the assigned shelves monthly and in providing simple drug information to health care professionals.

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## QUALIFICATIONS

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SIRCIND002 - Support the Supply of Pharmacy Medicines and Pharmacist Only Medicines)	<b>The Pharmacy Guild of Australia</b>	03/08/2017
Australian Qualifications Framework (AQF) Diploma	<b>VETASSESS</b> Pharmacy Technician (ANZCO code: 311215)	12/09/2014
Bachelor of Science in Pharmacy	<b>Centro Escolar University</b> Manila, Philippines	2001
BS Pharmacy Licensure Exam	<b>Professional Regulation Commission</b> Manila, Philippines Professional License: 0045855    Date issued: 12/12/2001	2001

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## TECHNICAL SKILLS

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- Basic knowledge in HTML, CSS, Javascript, Bootstrap, JSON, JQuery
- Transcribing doctor's orders
- Unit Dose Drug dispensing
- Patient counseling
- Basic compounding
- Knowledgeable in **Minfos, FRED, MS Office Application, Mac Applications**, Harmony – A Hospital management system, I – Pharmacy – Hospital management system, Systems, Applications and Products (SAP), Electronic Inpatient Medical Record (EIMR), Pyxis

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## EQUIPMENTS / INSTRUMENTS / QUALIFIED TO OPERATE

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- Emergency cart
- Simple Balances
- Tosho – Xana machine – use for packing medication sachets
- ROWA – machine for dispensing medication
- Pyxis

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## REFERENCES:

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Alecia Vo  
Pharmacist  
Terry White Chemmart Hibiscus (Country Wellness Group)  
Leanyer Drive, Leanyer NT 0812  
0437 007 984  
[alecia\\_vo@outlook.com](mailto:alecia_vo@outlook.com)

Siew Chee Quek  
Pharmacist –  
Terry White Chemmart Hibiscus (Country Wellness Group)  
Leanyer Drive, Leanyer NT 0812  
0466 210 798  
[siewchee0107@gmail.com](mailto:siewchee0107@gmail.com)

Wan Peng Lim  
Principal Pharmacist – Inpatient Pharmacy  
Tan Tock Seng Hospital – Singapore  
+65 9770 3742  
[wan\\_peng\\_lim@ttsh.com.sg](mailto:wan_peng_lim@ttsh.com.sg)

