

SUMMARY OF QUALIFICATIONS

- ❖ Developed analytical and methodical reasoning in the preparation, commencement and completion of scientific procedures
- ❖ Excellent communication skills in both documentation and oral presentation
- ❖ Motivated and able to effectively work independently or in a team setting
- ❖ Proven ability to handle multiple assignments in highly pressurized situations
- ❖ Outstanding in transcribing, problem solving, decision making, and time managing skills
- ❖ Strong work ethic, dedicated, a keen attention to detail, adaptable and flexible, a self-starter and willing to learn with the ability to meet tight deadlines
- ❖ Computer skills include: Microsoft Office, Fillware, Internet and MEDLINE searches

EDUCATION

Bachelor of Science – Honours Science Minor in Biology *University of Waterloo* Waterloo, ON. 2014

RELEVANT EXPERIENCELaboratory Skills

- ❖ Verified the accuracy and validity of collected data for input into database
- ❖ Experienced in the maintenance of laboratory equipment using SOPs
- ❖ Organized data using self-determined structures and processes
- ❖ Prepared tables, graphs and additional visual and written reports on findings via data compilation in Excel
- ❖ Experienced in working with raw ingredients and utilizing them to create prescription mixtures

Administrative Skills

- ❖ Assisted patients and directed them to appropriate personnel when required
- ❖ Able to use various databases to gather relevant information for it to be utilized
- ❖ Maintained contact with patients via telephone for follow-ups and reminders
- ❖ Ensured a high degree of efficiency and accuracy towards servicing customers by maintaining proper drug storage as well as paying attention to detail when preparing and packaging prescription medications
- ❖ Collected informed consent forms and document appropriately
- ❖ Maintained all relevant inventory paperwork and entered accurate inventory data in computer for restocking while ordering day-to-day stock from suppliers

Customer Service

- ❖ Assembled compliance packages for senior customers with complex medication schedules to ensure optimal dosage of their prescribed medications
- ❖ Assisted customer/patients with their prescriptions when needed.
- ❖ Aided the pharmacy team by performing various ad hoc activities as needed, such as operating the cash register, to create a smooth and efficient workflow

WORK HISTORY

Pharmacy Assistant	<i>Shoppers Drug Mart</i>	Waterloo, ON.	2011-2012
Pharmacy Technician	<i>Health and Beauty Pharmacy</i>	Markham, ON	2014-present
Pharmacy Technician	<i>PharmaGreen Pharmacy</i>	Markham, ON	2018-2020

VOLUNTEER EXPERIENCE

- ✓ Executive Co-Director for Waterloo Science Endowment Fund 2012-2013
- ✓ Sergeant and Instructor at Royal Canadian Air Cadets 2006-2010