**PHARMACY TECHNICIAN (CPhT) TRAINEE**

United States Department of Veterans Affairs | VA Boston Healthcare System

Boston, Massachusetts

June 2019 to Present

* Stock and categorize medication inventory and verify order quantities against invoices
* Ensure that current medication inventory is up to date
* Properly store and dispose of expired medication
* Collect information needed to fill prescriptions
* Dispense medication to patients and other designated individuals, verifying their identities
* Utilize ScriptPro pharmacy automation equipment and electronic databases to carry out job duties
* Provide customer service by acting as a link between patients and pharmacists
* Completed relevant HIPAA and information security training
* Clean pharmacy equipment and work areas
* Work as part of a team to provide support to other members of patient care teams

**PROGRAM ASSISTANT INTERN**

MassHire Downtown Boston Career Center (formerly JVS CareerSolution)

Boston, Massachusetts

June to July 2018

* Provided customer service to clients, assessing their wants and needs, and connecting them with a corresponding department or program
* Created, updated, and maintained information in databases

**HUMAN RESOURCES INTERN**

JVS Boston (Jewish Vocational Service)

Boston, Massachusetts

June to August 2017

* Initiated background checks on new-hires, interns, and volunteers using Massachusetts iCORI software and ensured the presence and completion of relevant records.
* Created, updated, and maintained confidential employee records pertaining to hiring, termination, promotion, leaves, disciplinary action, and performance evaluation
* Created, updated, and maintained human resource documents such as employee handbooks and directories
* Data entry tasks
* Tracked office supply inventory

**KEY SKILLS**

* Microsoft Office
* Spanish (written and spoken), conversational
* Familiarity with both Microsoft Windows and Apple macOS operating systems
* Data entry
* Customer Service
* Ability to maintain confidentiality
* Collaboration and teamwork

**EDUCATION**

**TEMPLE UNIVERSITY | COLLEGE OF SCIENCE AND TECHNOLOGY**

Bachelor’s of Science, Undeclared, 2020 to 2024

Philadelphia, Pennsylvania

**NEEDHAM HIGH SCHOOL**

High School Diploma, August 2016 to June 2020

Needham, Massachusetts

**Activities**

Community Outreach Manager / Graphic Design Club

Act as a liaison between community and school-based clients to facilitate graphic design projects.

**VOLUNTEER WORK**

United States Department of Veterans Affairs | VA Boston Healthcare System

Boston, Massachusetts

October 2018 to Present

* Assist secretarial and medical staff in areas such as patient units and physical therapy.
* Transport inpatients and supplies
* Distribute donated supplies to inpatients
* Facilitate events for inpatients and their families, such as movie nights.