

Objective

Obtain a position in which I can use my experience and increase my knowledge to my fullest potential and provide the highest quality of work to benefit my employer.

Work Experience***Pacific Pharmacy: Pharmacy Technician******June 2013 - Present***

- Manage and maintain database of sensitive information.
- Acted as liaison between, patients, doctors, and insurance companies
- Maintained and logged inventory of federally regulated substances. Reporting to the DEA if necessary.
- Maintained network to ensure permissions are set correctly.
- Going through patient medication lists ensuring patient doesn't have to wait when they come to receive their refill.
- Maintained calendar of events for employees. (Sick days, Vacation days, Doctors visits, etc.)
- Go through already filled medications to return medication that has not been picked up to stock.
- Remote in for after-hours work when asked.
- Providing services to people of all walks of life

Chinatown Pharmacy: Pharmacy Technician***July 2017 – Present***

- Manage and maintain database of sensitive information.
- Maintain and monitor security system.
- Ensure prior authorizations and uncovered medications are dealt with swiftly.
- Manage time clock to ensure employees are paid on-time without delays.
- Make bill payments on behalf of patients.
- Deliver filled medications to patients.
- Remote in for after-hours work when asked.
- Maintain good relationships with doctors offices.

626 Night Market: Guest Liaison Management***June 2012 – present***

- Personnel and team management.
- Develop good rapport with volunteers and vendors.
- General assistance of overall operations for events.

Club Life LLC: Assistant Operations Manager***June 2013 - January 2017***

- Staffing and management of over 20 employees.
- Development of marketing campaigns and strategies.
- Introduction and implementation of new technologies.

Education

The Flatiron School - November 2018 - May 2019 - Completed

High School Diploma - Gabrielino High School 2009-2013 - Completed

Skills

I am someone who takes initiative and is a multitasker, I take criticism really well and enjoy being educated on what I can improve on. Organized and time efficient, I have knowledge and skills in database and network management as well as full-stack engineering (Front-end: Javascript Back-end: Ruby). I am constantly learning new skills to match what is expected of me and improving on my current ones so I don't fall behind.