

OVERNIGHT PHARMACY TECHNICIAN

Professional Summary

Highly motivated and skilled individual with extensive background experience in customer service, administration, retail; long-term care; and hospital pharmacy. Studied Intro to Pharmacy, Anatomy & Physiology, Medical Terminology, Pharmacology & Pharmaceutical Calculations. Trained in the principles of Pharmacy Math and Dosages with knowledge of unit dose and medication preparation. Computer proficiency in MS Word, Excel, Access and PowerPoint.Â

Education and Training

Rasmussen College December 2013 Associate of Applied Science : Pharmacy City , State GPA: GPA: 3.58 Dean's list awardee: 4 consecutive quarters.

Two-year Pharmacy Technician program which included both pharmacy based and general education courses.

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Skills

- Trained in compounding all intravenous and chemotherapy admixtures.
- Extensive training in calculating and compounding pediatric admixtures and chemotherapy.
- Skilled in taking on multiple tasks in a fast paced environment.
- Knowledge of the processes involved in maintaining a sterile environment for compounding IVs.

Licenses

Certified and Licensed Pharmacy Technician by the State of Illinois

Skill Highlights

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| • Strong decision-making ability | • Strong organizational skills |
| • Efficient and accurate | • Active listening skills |
| • Strong clinical background | • Sharp problem solver |
| • Accomplished in pediatrics | • Energetic work attitude |
| • Hospital and retail pharmacy professional | • Large cash/check deposits expert |
| • Inventory management | • Customer service expert |
| • Medication compounding expert | • Adaptive team player |
| • Pharmaceutical storage awareness | • Opening/closing procedures |
| • HIPAA trained | • Focused on customer satisfaction |
| • Exceptional patient care and interaction | • Skilled multi-tasker |
| • Meticulous attention to detail | • Cash handling |
| • Excellent multi-tasker | • Reliable team worker |
| • Works well under pressure | • Food and beverage handling expert |
| • Able to work with hands continuously | • Strong customer relationship builder |
| • Ability to handle fast-paced environment | • Able to work in a fast paced environment |
| | • Alcohol knowledge |
| | • Strong leader |

Professional Experience

Company Name October 2014 to Current Overnight Pharmacy Technician

City , State

- Fill all scheduled and stat patient orders.
- Process all refill requests in Care Connection, charge patient, print, and fill patient order.
- Fill all code carts, clot boxes, or any other emergency drug kits.
- Take inventory of all batched IV compounds based on set par levels and drug stability.
- Answer phone calls to assist Pharmacists in resolving any questions or problems that do not require and RPh.
- Compound all routine IV order while paying Â special attention to all STAT IV orders that are extremely time sensitive in severe situations.
- Compound any chemotherapy orders using appropriate personal protective equipment, correct supplies for closed-system compounding, and correct calculations for appropriate dosage.

Company Name August 2014 to April 2015 Pharmacy Technician Registry

City , State

- Fill unit dose medications, as well as compounding admixtures STAT orders for patients.
- Prepare and refill the anesthesia, epidural, and crash cart trays to be replaced in carts.
- Collect and prepare all medications and patient orders for Pyxis.
- Refill the Pyxis machine with correct medications, pull all outdated medications, as well as returns/discontinued patient medications.
- Sterile compounding of all IV fluids using aseptic technique.

Company Name January 2014 to April 2015 IV Technician

City , State

- Compound all intravenous admixtures using proper sterilization techniques.

- Correctly label all IV compounds with accurate patient, drug, and facility information.
- Scan all orders to designated totes sorted by facility.
- Restock all supplies used for orders and place an order with purchaser for any items that are low in stock.

Company Name April 2013 to January 2014 Control Technician/Control EDK Technician/Fill Floor Technician
City , State

- Control Technician- Fill and send narcotic prescription orders for patients. Take inventory of all narcotics on hand everyday.
- Control EDK Technician- Take inventory of all returned narcotic Emergency Drug Kits, document all drugs removed by nursing facilities, and replenish missing drugs in each box.
- Fill floor technician-Fill and send prescriptions orders for patients, as well as non-sterile compounding of topical and oral medications.

Company Name July 2012 to May 2013 Certified Pharmacy Technician
City , State

- Verify prescription, count medication, label, and dispense.
- Type and process new prescriptions.
- Ordering medication through warehouse or McKesson.
- Troubleshooting insurance problems.
- Comprehensive knowledge about HIPAA laws.

Company Name April 2012 to October 2012 Administrative Assistant
City , State

- Successful leader, equally effective as member of a team.
- Highly organized able to multi-task and accomplish multiple objectives.
- Professional demeanor and attentive to detail.
- Expertise in coordinating and supervising school functions and activities.

Company Name May 2008 to January 2012 Cashier / Server
City , State

- Cross trained as cashier and wait staff in fast-paced restaurant.
- Cashing out all orders on the register and retrieving customer's items.
- Extensive cash handling in large amounts.
- Calculating using basic math to give appropriate amount of change to customers.
- Assisted in the training of all new employees.
- Delivered exceptional service to all customers in a timely and friendly manner inside dining room and pick up areas of the restaurant.
- Served all customer who were dining in their food as well as mixing all alcoholic and non-alcoholic.