

# Resume 951

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## OBJECTIVE:

Highly motivated, knowledgeable, and results-driven professional to secure a position with your company as a *Pharmacy Technician or as applicable*, utilizing my skills, training, and experience.

## SUMMARY OF QUALIFICATIONS:

- Leverages technology to enhance productivity, Windows, Powerpoint, MS Office, Teams, Internet research, and Outlook
- Strong communications, written and oral, analytical, and problem-solving skills, adaptability, time management, problem solving, and product knowledge
- Multi-tasks effectively, learns new systems quickly, and completes all projects on time or ahead of critical deadlines
- Experienced retaining quality employees through sound Team Building concepts, excellent communications, and respected leadership skills, guiding and directing individuals to maximize productivity and personal potential
- Establishes rapport quickly with a diverse customer population, developing strong, long-lasting business relationships fostering repeat business transactions
- Dependable, flexible, detail-oriented, conscientious professional, adapting to any educational setting
- Excellent typing skills, currently at 56 WPM

## PROFESSIONAL EXPERIENCE:

09/2024 – Present      **Pharmacy Technician**  
Rite Aid, Niagara Falls, NY

- Respect customer's privacy by maintaining confidentiality and upholding all local and HIPAA laws.
- Carefully measure prescription, prepared and printed labels and filled up to 200 orders daily.
- Serve over 200 customers daily by taking prescriptions, answering questions, and resolving customer concerns.
- Manage phone calls across 12 lines, taking prescriptions, answering questions, and resolving customer concerns.

02/2024 – 09/2024      **Pharmacy Technician**  
Walgreens, Niagara Falls, NY

- Entered prescription information accurately into the pharmacy system, ensuring correct patient details, medication, and dosage.
- Handled payment transactions for prescription and retail purchases, including cash, credit, debit and insurance payments.
- Assisted in the maintenance of patient records, ensuring compliance with HIPAA and other privacy regulations.
- Counted, measured, and packaged medications under of a licensed pharmacist.

01/2023 – 01/2024      **Customer Service / Front End**  
Sam's Club, Niagara Falls, NY

- Maintain member accounts and record account information.
- Issue, upgrade, and cancel customer accounts by member requests.
- Manage transactions with members using cash registers.
- Answer phone calls and return calls to members regarding their account.
- Cross-sell products and introduce new ones.

08/2020 – 01/2023      **Team Member**  
Tim Horton's, Niagara Falls, NY

- Greet customers and received their food and beverage orders.
- Assist customers with their product selections, and served their orders courteously and in a timely manner.
- Operate credit card machines and cash registers, returning change as needed, and maintaining balanced drawers.
- Keep all kitchen and dining room areas clean and sanitized.
- Maintain sanitation, health, and safety standards in work areas.

07/2019 – 09/2019      **Clerical Aide**  
Niagara Falls Housing Authority, Niagara Falls, NY

- Operated office machines, such as photocopiers and scanners, facsimile machines, voice mail systems, and computers.
- Compiled, copied, sorted, and filed records of office activities, business transactions, and other activities.
- Opened, sorted, and routed incoming mail, answer correspondence, and prepare outgoing mail.
- Reviewed files, records, and other documents to obtain information to respond to requests.

## EDUCATION and ACHIEVEMENTS:

**High School Diploma Equivalent**  
Niagara Falls high School, Niagara Falls, NY