Robert Smith

Cpht Pharmacy Technician I

CONTACT DETAILS

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PERSONAL STATEMENT

Over six years of pharmacy experience. CphT who excels at analyzing, prioritizing and completing tasks in a professional manner.

WORK EXPERIENCE

Cpht Pharmacy Technician I

Jim's Pharmacy - September 2011 – 2020

Responsibilities:

- Received written prescription or refill requests and verify that information is complete and accurate.
- Ordered, labeled and counted stock of medications, chemicals and supplies, and enter inventory data into computer.
- Answered telephones, responding to questions or request.
- Assisted customers by answering simple questions, locating items or referring them to the pharmacist for medication information.
- Received and stored incoming supplies, verify quantities against invoices and inform supervisors of stock needs and shortages.
- Prepared and processed medical insurance claim forms an records.
- Operated cash registers to accept payment from customers.

Cpht Pharmacy Technician

Delta Corporation - 2009 – 2011

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- Operate cash registers to accept payment from customers.

Education

Diploma in Basic - 1990(Bynum High - Bynum, TX)

SKILLS

Inventory management,
Personnel management,
Computer applications,
Research,
Administration.

LANGUAGES

English (Native)
French (Professional)
Spanish (Professional)

INTERESTS

Climbing
Snowboarding
Cooking
Reading

REFERENCES

Reference – 1 (Company Name)
Reference – 2 (Company Name)

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