



# ALEXANDER SCOTT

## Lead Pharmacy Technician

✉ support@qwikresume.com

☎ (123) 456 7899

📍 Los Angeles

🌐 www.qwikresume.com

### PROFESSIONAL SUMMARY

Detail-oriented Lead Pharmacy Technician with 2 years of experience in fast-paced pharmacy environments. Proficient in medication dispensing, customer service, and regulatory compliance. Eager to apply strong leadership and training skills to enhance team performance and optimize pharmacy operations for improved patient outcomes.

### WORK EXPERIENCE

#### Lead Pharmacy Technician

Pineapple Enterprises

📅 Feb / 2024--Ongoing

📍 Santa Monica, CA

1. Assist pharmacists in addressing customer inquiries regarding prescriptions, ensuring clarity on dosage and special requirements.
2. Collaborate with pharmacy staff to ensure accurate and timely processing of prescriptions.
3. Communicate with healthcare providers to verify prescription details and resolve issues.
4. Mentor pharmacy support staff to enhance team capabilities and service quality.
5. Accurately count and label medications, maintaining compliance with pharmacy protocols.
6. Update and maintain patient profiles in the pharmacy database for accuracy.
7. Manage administrative tasks including phone inquiries and order processing for efficiency.

#### Lead Pharmacy Technician

Silver Lake Enterprises

📅 Feb / 2023-Feb / 2024

📍 Seattle, WA

1. Processed and filled prescriptions while assisting pharmacists with patient consultations.
2. Maintained correspondence with medical personnel and insurance companies to ensure prompt order fulfillment.
3. Executed clerical duties related to order receipt and verification.
4. Engaged with physicians and patients to address lab results and update patient profiles.
5. Handled incoming calls from healthcare professionals, patients, and suppliers.
6. Coordinated supply orders and notified patients upon arrival of medications.

### EDUCATION

#### Associate of Applied Science in Pharmacy Technology

Lincoln Community College

📅 Feb / 2022   Feb / 2023

📍 Denver, CO

Completed coursework in pharmaceutical sciences, medication management, and pharmacy law.

### SKILLS

Patient-centric Service

Effective Communication Skills

Multitasking Proficiency

Multi-tasking Ability

Technical Proficiency

### INTERESTS

🎧 Podcasts

🌐 Language Learning

🎵 Dancing

🚴 Cycling

### STRENGTHS

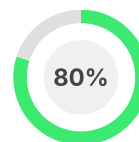
🔧 Intuition

👥 Leadership

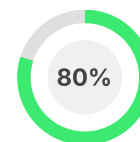
🔄 Listening

👤 Mentorship

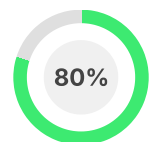
### LANGUAGES



English



Mandarin



Russian

### ACHIEVEMENTS

★ Achieved a 95% accuracy rate in prescription filling over 12 months.

★ Implemented a new inventory tracking system that reduced waste by 20%.