



WILLIAM PEREZ

Order Entry Pharmacy Technician

✉ support@qwikresume.com

☎ (123) 456 7899

📍 Los Angeles

🌐 www.qwikresume.com

SKILLS

Medication Management



Pharmacy Software Proficiency



Medication dispensing



Customer service



Inventory management



INTERESTS

🎮 Reading Fiction 🎬 Film

🌲 Hiking 🧘 Meditation

STRENGTHS

✍ Originality 🗣 Assertiveness

👁 Insightfulness

🏆 Competitiveness

LANGUAGES



English



Spanish



Swahili

ACHIEVEMENTS

🌟 Achieved a 99.9% accuracy rate in prescription entries over a six-month period.

🌟 Streamlined order processing procedures, reducing turnaround time by 20%.

PROFESSIONAL SUMMARY

With five years of dedicated experience as an Order Entry Pharmacy Technician, I possess a robust skill set in prescription processing and patient safety. My commitment to accuracy and compliance ensures seamless medication management. I am passionate about enhancing pharmacy operations and delivering exceptional service to improve patient outcomes.

WORK EXPERIENCE

Order Entry Pharmacy Technician

📅 May / 2021-Ongoing

WidgetWorks Inc.

📍 Denver, CO

1. Supported compliance with all federal, state, and local pharmacy regulations.
2. Ensured patient confidentiality while confirming medication needs and compliance standards.
3. Collaborated with pharmacists to complete orders and identify areas for operational improvement.
4. Communicated effectively with patients and healthcare professionals via phone, in writing, and in-person.
5. Accurately entered new and refill prescriptions into the pharmacy management system.
6. Resolved customer inquiries and medication-related questions efficiently.
7. Maintained a clean and organized work environment to enhance workflow.

Order Entry Pharmacy Technician

📅 May / 2020-May / 2021

Summit Peak Industries

📍 Denver, CO

1. Input prescription information into the pharmacy database, ensuring accuracy and compliance.
2. Maintained an accuracy level of 99.8% in prescription entries throughout the week.
3. Worked collaboratively in a team to enhance workflow and productivity.
4. Processed up to 40 prescriptions daily, adhering to safety protocols.
5. Entered medication and treatment orders into patient profiles promptly.
6. Communicated effectively with healthcare professionals to ensure quality patient care.

EDUCATION

Associate of Applied Science in Pharmacy Technology

📅 May / 2019 - May / 2020

City College of New York

📍 Phoenix, AZ

Comprehensive training in pharmacy practices, including medication management and patient safety.