

# ROBERT SMITH

## Senior Certified Pharmacy Technician/Instructor

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Highly motivated and certified Pharmacy Technician with extensive pharmacy laboratory training. Solid foundation in prescription processing, pharmaceutical calculations and pharmacy procedures. Detail-oriented Pharmacy Technician skilled at filling prescriptions, patient care and data entry. Familiar with medication compounding and pharmaceutical calculations.

**OCTOBER 2000 - 2020**

### **SENIOR CERTIFIED PHARMACY TECHNICIAN/INSTRUCTOR - WALGREENS**

- Effectively resolved insurance rejections and other billing issues.
- Managed drug and supply inventories.
- Assisted other pharmacy staff with drug inventory, purchasing, and receiving.
- Compounded and repackaged medications, including unit-doses, topical medications and sterile products.
- Regularly stocked shelves, rotated stock and checked for expired medications.
- Performed technical processes required to dispense medications to patients.
- Inspected drug storage sites, monitored drug supply expiration dates and ensured proper supply levels.

**1998 - 2000**

### **SENIOR CERTIFIED PHARMACY TECHNICIAN - DELTA CORPORATION**

- Received, entered, filled and sold prescriptions Handled day to day tasks and inventory control Handled scheduling for other pharmacy techs and staff .
- Tasks and Responsibilities multi-taking while data entering and answering phone calls, providing insurance billing for patients, solving data entry .
- Skills extensive medical terminology knowledge and understanding, immunization understanding and training, pharmaceutical storage and awareness, and .
- Completed schedule for technicians and pharmacists Worked under the direct supervision of a licensed pharmacist Performed pharmaceutical calculations .
- Assisted Pharmacist in entering, filling, and selling prescriptions Handled phone inquiries from physicians and patients Customer service at registers.
- Trained new hires Scheduled tech help Customer service, answering phones & prioritizing calls Taking in, enter & fill prescriptions Doctor calls for .
- This is Dummy Description data, Replace with job description relevant to your current role.

## **EDUCATION**

High School Diploma - (St.louis community college - Florissant, MO)

## **SKILLS**

Multi Tasking & Organizational , Self Motivatied, and Patient Care .