## Pharmacy Technician Resume Sample 1

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### A. Summary

I am a certified Pharmacy Technician who has 7 years’ professional experience in this field. I am seeking for a job and position which will allow me to demonstrate my proficiencies and skills. I wish to assist the head pharmacist in compounding medicine and work dispensing. I am a very friendly individual and my can-do attitude contributes to an efficient customer service style. Also, I wish to promote the idea of recurring business.

### B. Work Experience

* **2010 – 2016 – Bigelow Apothecaries, New York City, New York**

**Responsibilities**: Receiving prescriptions from both doctors and patients. Dispensing medication according to the prescriptions. Arranging the medications in an efficient and appropriate way. Organizing the working area. Take phone calls from vendors, medicine dealers, patients, and doctors. Label the prescriptions to when handing them out to customers and packaging them in an appropriate manner. Explain to patients how they should take the medicine they just bought. Answer customer questions and offer explanations and medical advice.

**Achievements**: Implemented a very modern and efficient stock inventory process. It ensured that all the medication was completely available on the floor at any given moment.

* **2009 – 2010 – Kings Pharmacy, New York City, New York**

**Responsibilities**: taking in prescriptions and handing out the appropriate medicine. Explain how they work, as well as the precautionary measures one must take when self-administrating drugs. Organizing the shelves and stocks. Taking in new customers and redirecting them to senior pharmacists for complicated recipes and questions.

**Achievements**: Developed a system for identifying medicine which was improperly stored. In this way, the system enabled the pharmacy to receive full return of investment from the vendor in time, saving it an approximate $20k.

### C. Education and Academic Achievements

* Graduated from the Touro College of Pharmacy in 2007

### D. Job Related Skills

* Handling prescriptions
* Impeccable communication skills
* Restocking the cash cart
* Efficiently managing the inventory
* Making preparations for chemotherapy
* IV Admixture
* Data entry
* Clerical work

### E. General Traits

* Interpersonal skills as well as empathy and patience
* Management and organizational skills at an advanced level
* Performing tasks in a very detail and error free way
* Very computer literate and able to use the Microsoft Office Package, especially Word and Excel
* The ability to work long hours standing and in a past paced environment
* Able to make fast and correct decisions which can benefit the patient.