

NAME

Address: XXXXXXXXXXXX, Valley Circle, Colorado 80107
Phone: XXX.XXX.XXXX **Email:** XXXXXXXXXXXX@gmail.com

□ QUALIFICATIONS SUMMARY

Detail-oriented and dedicated professional, seeking admission to the **Bachelor of Arts in Political Science** program offered by [Name of University] to continue acquiring knowledge of studying the systems, practices, and theories of government and politics. Adept at managing group dynamics, as well as in guiding, motivating, and leading high-caliber teams of professionals. Equipped with articulate communication and interpersonal skills in establishing positive relationships with individuals of diverse backgrounds.

□ EDUCATION AND CREDENTIALS

Associate of Arts in History, Aug 2012
XXXXXXXXXX ▪ DENVER, CO

Certified Pharmacy Technician | XXXXXXXXXXXX ▪ CENTENNIAL, CO

□ PROFESSIONAL EXPERIENCE

XXXXXXXXXX ▪ *Highlands Ranch, CO (2014–Present)*

Certified Pharmacy Technician	2016–Present
Pharmacy Technician	2015–2016
System Inventory Management Coordinator	2014–2015

- Demonstrate leadership skills in overseeing the daily activities of new technicians, including organizing schedules and facilitating training
- Perform a wide range of responsibilities, including processing chargebacks, encoding new prescriptions, counting pharmacy inventory, and stocking items on shelves for various departments
- Leverage expertise in selling new prescriptions and efficiently resolving customer concerns and insurance issues
- **Received the Employee of the Month award in October 2019 in recognition for exemplary work performance and dedication**

XXXXXXXXXX ▪ *Aurora, CO*

Epic Pharmacy Specialist	2013–2014
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- Took charge of encoding and transferring patient health information from the hospital's legacy data system into new data system following the merging of Poudre Hospital and Memorial Hospital
- Exemplified technical expertise in using Epic data system

□ TRAINING

Pharmacy Technician Training Course
XXXXXXXXXX ▪ CENTENNIAL, CO

□ TECHNICAL SKILLS

IntercomPlus | AS/400 | Microsoft Office Suite: Word, PowerPoint, and Excel | Epic Data