

MARY JONES
123 Any Street
Any City, State 55555

(213) 555-1234
Cellular: (213) 777-5678
e-mail: MaryJones@earthlink.net

A pharmacy technician with diverse experience in order transcription, intravenous preparation, filling prescriptions, parenteral antibiotics and hyperalimentation for acute-care hospitals.

A conscientious professional with outstanding clinical skills who is flexible and a team player.

ACCOMPLISHMENTS

- Responsible for the organization and distribution of daily reports on clinical pharmacy statistics.
- Utilized the Bard System for the preparation of large volume intravenous solutions with medications.
- Completed daily patient profiles for evaluation of creatinine levels following antibiotic treatment.
- Collected data on infants, including weight and lab results, for medication code sheets prior to preparation of hyperalimentation.
- Dispensed orders, loaded and unloaded drugs, and checked expiration dates on six Pyxis machines used for narcotic control that were located throughout the medical center.
- Audited patient medication records and exchanged cassettes to monitor discrepancies in orders and administration practices.
- Responsible for monthly review of floor stock medications on three units for expiration dates.
- Prepared up to 14 TPNs per shift for adult patients.
- Initiated a new system for PRN subscriptions that reduced preparation time and individual cassette filling.
- Evaluated new orders on drug screens for appropriateness of route, compatibility and patient allergies. Notified pharmacist of problems.

EXPERIENCE

West Coast Memorial Medical Center, Irvine, California 2005-Present

Pharmacy Technician

Responsible for filling medication orders and preparing intravenous solutions for ten clinical services for an acute-care hospital.

St. Augustin Medical Center, Manhattan Beach, California 2004-2005

Pharmacy Technician

Worked as the only pharmacy technician on the night shift for a 500-bed regional medical center. Transferred to the day shift and assumed responsibility for the preparation of 1,500 intravenous solutions on a daily basis. Delivered IV solutions to 14 areas, including the skilled nursing facility and locked mental health units.

Tustin Medical Center, Tustin, California 2003

Intern

Completed an on-the-job-training program in all aspects of pharmacy.

PRIOR EXPERIENCE

Held administrative assistant positions for firms in the power system and civil engineering industries.

EDUCATION

California Paramedical and Technical College, Long Beach, California

Pharmacy Technician Training Program (ASHP accredited)

Valley College, Carlsbad, California

General courses

CERTIFICATIONS/LICENSES

California State Board of Pharmacy
Certified Pharmacy Technician
Pharmacy Technician License

COMPUTER SKILLS

Word Perfect, Quattro, Windows