



Olivia Valencia

Pharmacy Technician

📞 (312) 555-9876 ✉️ olivia.valencia@email.com

🌐 linkedin.com/in/oliviavalencia 📍 1234 Maple Street, Chicago, IL 60601

STRENGTHS

- 👥 **Team Collaboration**
Fostered teamwork through continuous support and proactive communication with colleagues, encouraging safer medication practices.
- ✅ **Attention to Detail**
Consistently recognized for pinpointing potential errors in prescriptions, enhancing overall patient safety and satisfaction.
- 🔄 **Adaptability**
Thrived in dynamic settings, easily adjusting to changes in procedure and volume while maintaining high standards.
- ♥️ **Patient Focused**
Deep commitment to patient well-being demonstrated through active listening and responsiveness to concerns.
- 💡 **Problem Solving**
Identified and resolved complex patient issues collaborating with various healthcare professionals seamlessly.

SKILLS

Prescription Processing

Patient Care Insurance Verification

Pharmacy Management Software

Team Collaboration

Attention to Detail

Medication Delivery Scheduling

Regulatory Compliance

Patient Record Maintenance

Technical Problem Solving

Client Communication

Pharmaceutical Counseling

SUMMARY

Dedicated Pharmacy Technician with over four years of experience in pharmacy operations. Capable of accurately processing prescriptions while supporting pharmacists with safe dispensing practices. Collaborates effectively with healthcare providers and insurance companies to address medication issues. Experienced in managing patient adherence and scheduling deliveries. Skilled at maintaining accurate documentation and patient records. Thrives in fast-paced environments driven by strong attention to detail and compliance standards. Looking forward to contributing to a collaborative team that enhances patient care and operational efficiency in specialty pharmacy.

EXPERIENCE

Pharmacy Technician

Wellness Pharmacy 📅 June 2022 - Present 📍 Chicago, IL

Supports pharmacy operations through expertise in training and mentoring new technicians, ensuring high standards are met in patient care and pharmacy practices. Works closely with pharmacists to foster effective communication within the healthcare system.

- Processed and entered prescriptions into the management systems with accuracy and compliance.
- Coordinated with healthcare providers and insurance professionals to resolve medication-related issues swiftly.
- Supported pharmacists with medication dispensing, ensuring adherence to safety protocols.
- Managed medication delivery schedules and patient follow-up actions to promote adherence.
- Conducted regular audits on patient records, enhancing operational efficiency.
- Facilitated training sessions for new pharmacy staff, promoting a hospitable work environment.

Pharmacy Technician

Health First Pharmacy 📅 March 2020 - May 2022 📍 Chicago, IL

Played a pivotal role in patient education and support; ensured efficient prescription filling while promoting understanding of medication use amongst patients. Strengthened interdepartmental workflows for enhanced efficiency.

- Assisted in filling prescription orders quickly and precisely.
- Verified insurance claims to streamline financial operations within the pharmacy.
- Collaborated across teams to maintain organized and efficient pharmacy workflow.
- Participated actively in patient education initiatives to improve health literacy.
- Managed inventory levels closely, assisting in ordering necessary pharmaceuticals.
- Contributed to quality assurance measures focusing on customer service enhancement.

Pharmacy Technician

Sunnydale Pharmacy 📅 July 2018 - February 2020 📍 Naperville, IL

Enhanced basic pharmacy services through regular compliance checks and customer interactions. Actively contributed ideas during team meetings aimed at optimizing operations and improving services.

- Provided quality customer service by addressing patient inquiries regarding prescriptions.
- Ensured compliance with industry regulations, upholding pharmacy best practices.
- Accurately processed medication orders amid busy rush periods, meeting deadlines efficiently.
- Assisted in implementing inventory management software, leading to better stock tracking.
- Engaged in continuous learning to stay informed about current pharmaceutical trends.
- Proposed viable solutions in team meetings to address common operational challenges.

LEADERSHIP & AWARDS

- Dean's List, City College of Chicago (2024)

Quality Assurance Monitoring

Data Entry Accuracy

Organizational Skills

LANGUAGES

English Native

Spanish Proficient

MY CAREER



● Pharmacy Technician at Wellness Pharmacy (4.1 Years)

● Pharmacy Technician at Health First Pharmacy (2.2 Years)

● Pharmacy Technician at Sunnydale Pharmacy (1.6 Years)

- Outstanding Student Award in Pharmacy Technology (2025)

EDUCATION

Associate of Applied Science in Pharmacy Technology

City College of Chicago 🎓 GPA: 3.9 📅 2026 📍 Chicago, IL

Coursework: Pharmacy Regulations, Patient Care Practices, Pharmacy Management Systems, Insurance Processes

CERTIFICATIONS

- Illinois Certified Pharmacy Technician License 📅 2022
- Advanced Medication Administration Certification 📅 2025

TECHNICAL SKILLS

- **Pharmacy Management Systems:** Rx30, McKesson, PDX
- **Office Software:** Microsoft Word, Microsoft Excel, Google Workspace
- **Communication Platforms:** HIPAA Compliance Tools, Zoom, Teams
- **Insurance Claims Systems:** Clearinghouse Technologies, Availity, X12 Electronic Data interchange
- **Inventory Management:** QuickBooks, Shopventory, eSmart
- **Quality Assurance Methods:** Six Sigma, PDCA Cycle, Root Cause Analysis
- **Documentation Standards:** NABP, NCPDP, OSHA Compliance
- **Research Protocols:** Clinical Trials, Evidence-Based Practice, APHA Guidelines
- **Team Collaboration Tools:** Slack, Trello, Asana
- **Patient Education Resources:** FDA Publications, Educational Flyers, Medication Guides

PROFESSIONAL AFFILIATIONS

- Member, Illinois Pharmacists Association
- Volunteer, Community Health Initiatives

ADDITIONAL INFORMATION

Work Status : Authorized to work in United States. No sponsorship required.

REFERENCES

AVAILABLE ON REQUEST