

[First Last Name]

[City, State] | [email@example.com] | [(555) 555-5555] | [LinkedIn URL]

PROFESSIONAL SUMMARY

[Detail-oriented **Pharmacy Technician** with [X] years of experience supporting high-volume retail and/or hospital pharmacies, ensuring accurate medication dispensing and exceptional patient service.]

[Proficient in prescription processing, insurance claim resolution, inventory management, and maintaining compliance with **state and federal regulations**.]

[Skilled in using **pharmacy management systems**, collaborating with pharmacists and healthcare teams, and educating patients on medication use and safety.]

[Recognized for reliability, strong organizational skills, and a consistent commitment to **accuracy, confidentiality, and patient care**.]

PROFESSIONAL EXPERIENCE

[Lead Pharmacy Technician] | [ABC Community Pharmacy]

[Month YYYY] – [Present] | [City, State]

- [Processed an average of [XXX] prescriptions per day using [Pharmacy Management System Name], verifying patient information, dosage, and drug interactions in coordination with the pharmacist to maintain 99% accuracy in dispensing.]
- [Led daily workflow for a team of [X] technicians by organizing prescription queues, managing phone and drop-off windows, and implementing a double-check process that reduced prescription wait times by [XX]% while maintaining safety standards.]
- [Oversaw inventory for [retail/hospital] pharmacy, conducting cycle counts, monitoring controlled substances in accordance with **DEA** and state regulations, and optimizing ordering to decrease out-of-stock occurrences by [XX]% and reduce waste.]

[Pharmacy Technician] | [XYZ Hospital Pharmacy]

[Month YYYY] – [Month YYYY] | [City, State]

- [Prepared and labeled oral, injectable, and IV medications under pharmacist supervision, following hospital protocols and **USP standards** to support safe medication administration for inpatient units and emergency department.]
- [Entered and updated medication orders in the electronic health record ([EHR System Name]) and pharmacy information system, reconciling discrepancies with nursing staff and pharmacists to minimize medication errors and delays.]
- [Assisted with medication reconciliation, automated dispensing cabinet ([ADC Brand]) restocking, and crash cart checks, documenting activities accurately to support compliance with **Joint Commission** and internal audit requirements.]

EDUCATION

[Pharmacy Technician Diploma / Certificate] | [Name of College or Vocational School]

[Month YYYY] – [Month YYYY] | [City, State]

- [Completed coursework in pharmacology, pharmacy law and ethics, dosage calculations, sterile and non-sterile compounding, and medication safety.]
- [Participated in an externship at [Retail/Hospital] Pharmacy, assisting with prescription processing, inventory, and patient interaction under pharmacist supervision.]

[Certification: Certified Pharmacy Technician (CPhT)] | [Pharmacy Technician Certification Board (PTCB) / NHA]

[Earned: Month YYYY] | [Certification Number (Optional)]

- [Maintains active certification through continuing education focused on medication safety, controlled substances management, and evolving pharmacy regulations.]

SKILLS

Technical & Clinical:

[Prescription processing] | [Dosage calculations] | [Non-sterile compounding] | [Basic sterile technique] | [Medication reconciliation]

Systems & Tools:

[Pharmacy management systems (e.g., [System Name])] | [EHR platforms] | [Automated dispensing cabinets] | [Labeling and barcode systems]

Regulatory & Compliance:

[HIPAA compliance] | [DEA and state regulations] | [Controlled substances handling] | [Medication safety protocols]

Customer & Patient Service:

[Patient counseling support] | [Insurance and prior authorization support] | [Conflict resolution] | [Professional phone etiquette]

Soft Skills:

[Attention to detail] | [Time management] | [Team collaboration] | [Problem-solving] | [Adaptability in fast-paced environments]

PROJECTS & CONTRIBUTIONS

[Workflow Optimization Initiative] | [ABC Community Pharmacy]

[Month YYYY] – [Month YYYY]

- [Collaborated with pharmacists and technicians to map prescription intake-to-dispense steps, identifying bottlenecks and implementing a standardized triage process for new, refill, and high-priority orders.]
- [Introduced a labeling and staging system for waiting prescriptions and pickup orders, reducing misfiled prescriptions and improving retrieval time by approximately [XX].%.]

[Inventory Accuracy & Waste Reduction Project] | [XYZ Hospital Pharmacy]

[Month YYYY] – [Month YYYY]

- [Assisted in reviewing usage patterns and expiration dates for high-cost medications, recommending par level adjustments and return-to-stock workflows to minimize expired inventory.]
- [Helped implement a weekly cycle count schedule for controlled and non-controlled medications, contributing to improved inventory accuracy and successful internal audits.]