



Susan Moore

Pharmacy Technician

Newly certified pharmacy technician (PTCB, May 2024) with 220 externship hours at a community pharmacy. Strong on data entry accuracy, NDC verification, and customer service from prior retail work.

CONTACT INFORMATION



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Greenville, SC 12345

EDUCATION

- Pharmacy Technician Program, Greenville Technical College, 2024
- PTCB Certified Pharmacy Technician (CPhT), 2024
- South Carolina Registered Pharmacy Technician, 2024

KEY SKILLS

- Prescription data entry
- NDC verification
- Pharmacy math and dosage calculations
- HIPAA compliance
- Cash handling and POS
- RxConnect basics
- Customer service
- Bagging and will-call organization

PROFESSIONAL EXPERIENCE

Pharmacy Technician Intern | Cardinal Family Pharmacy, Greenville, SC 2024 - Present

- Complete 220 externship hours covering intake, data entry, label printing, and bagging for pharmacist verification
- Process 90-110 new prescriptions per shift with zero NDC selection errors flagged during pharmacist final check
- Answer phones, transfer Rx requests to and from other pharmacies, and document refill-too-soon callbacks
- Restock retail aisles and rotate OTC product weekly, flagging short-dated items for the lead tech

Customer Service Associate | Foothills Grocery Co-op, Greenville, SC 2022 - 2024

- Ran front-end register handling 150+ transactions per shift and balanced drawer to within \$2 each close
- Resolved member complaints at the service desk, including returns, price overrides, and lost-card replacements
- Trained 3 part-time cashiers on POS shortcuts and WIC tender handling