

Mariana Owen

Data Entry Pharmacy Technician

 (214) 555-1234  mariana.owen@email.com  linkedin.com/in/marianaowen  1234 Elm Street, Dallas, TX 75201



STRENGTHS

-  **Detail-Oriented**
Always prioritizes accuracy during data entry tasks to minimize errors, enhancing patient safety.
-  **Effective Collaboration**
Seamlessly integrates with peers, gaining input in diverse projects, impacting overall workflow positively.
-  **Proactive Communication**
Fosters open lines of communication among pharmacy teams, addressing problems quickly and efficiently.
-  **Problem Solver**
Anticipates operational issues, devising solutions that bolster efficiency and minimize disruptions.
-  **Adaptable Learner**
Achieves mastery of pharmacy systems quickly, allowing ease in shifting to new technologies as required.

SKILLS




- Data Entry
- Prescription Management
- Patient Profiles Teamwork
- Communication Confidentiality
- Compliance Inventory Control
- Time Management
- Workflow Optimization
- Record Keeping Medication Safety
- Software Proficiency
- Auditing Skills Research Support
- Customer Service

SUMMARY

Dedicated Pharmacy Technician with over two years of experience in data entry and prescription management. Proven ability to maintain accurate records while supporting pharmacy operations within a collaborative team environment. Skilled in creating patient profiles and updating provider information without customer interaction, always adhering to regulatory standards. Holds active TSBP and PTCEB certifications and showcases a commitment to high-quality patient care. Eager to contribute expertise in achieving operational efficiency and ensuring compliance. Brings proactive communication and teamwork skills that foster positive collaboration in a closed-door pharmacy office setting.

EDUCATION

Associate of Applied Science in Pharmacy Technology

Dallas College  GPA: 3.7  2026  Dallas, TX



Coursework: *Pharmaceutical Calculations, Patient Care, Pharmacy Law, Drug Interaction Studies*

TECHNICAL SKILLS

- Pharmacy Management Systems:** Epic, QS/1, PDX
- Data Analysis Tools:** Excel, SPSS, SAS
- Communication Platforms:** Microsoft Teams, Zoom, Email
- Inventory Software:** MediPack, McKesson, Rx30
- Regulatory Standards:** HIPAA, Medication Safety Guidelines, State Board Requirements
- Research Methodologies:** Quantitative Analysis, Qualitative Interviews, Statistical Testing
- Training Resources:** Development Manuals, Orientation Programs, E-Learning Modules
- Audit Processes:** Inventory Audits, Data Accuracy Checks, Compliance Reviews
- Patient Care Techniques:** Consultation Practices, Confidential Information Handling, Customer Interaction Strategies
- Documentation Tools:** Google Docs, Microsoft Word, Database Management Systems

EXPERIENCE

Pharmacy Technician Intern

University Project  January 2025 – June 2026  Dallas, TX

Served as an intern focused on prescription data entry and profile management in a pharmacy setting. Managed workflow efficiencies and enhanced team dynamics through collaboration with pharmacy professionals.

- Entered and verified prescription data into pharmacy management systems, maintaining high accuracy and regulatory compliance.
- Managed sensitive patient profiles, ensuring utmost confidentiality throughout the data entry process.
- Leveraged collaborative efforts with staff to refine workflows, resulting in improved operational efficiency.
- Conducted audits of medication inventory to avoid discrepancies and guarantee proper stock levels for optimal service.
- Facilitated timely problem resolution among team members to streamline processes and maintain effective operations.
- Developed comprehensive training materials for new interns, promoting an efficient onboarding experience.

LANGUAGES

English

Native

MY CAREER



● Pharmacy Technician Intern at University Project (1.4 Years)

● Pharmacy Research Assistant at Academic Research (4 Months)

Pharmacy Research Assistant

Academic Research 📅 August 2024 – December 2024 📍 Dallas, TX

Contributed to medication safety research, focusing on data analysis and continuous improvement in study practices. Engaged in productive discussions about research findings.

- Collected and analyzed essential data from various sources to support robust research initiatives related to medication efficacy and safety.
- Ensured regular updates to referral and provider information, contributing to efficient research activities.
- Drafted actionable reports based on key insights gathered during research sessions, presenting results at faculty meetings.
- Participated actively in team discussions aimed at overcoming challenges presented by data collection and analysis.
- Employed pharmacy software tools to organize and maintain extensive records crucial for ongoing studies.

LEADERSHIP & AWARDS

- Outstanding Service Excellence Award for exceptional commitment to patient care.
- Research Presentation Recognition for presentation of project findings at university symposium.

CERTIFICATIONS

- TSBP License 📅 2026
- PTCB Certification 📅 2026

PROFESSIONAL AFFILIATIONS

- Member of the National Pharmacy Technician Association (NPTA).
- Active Contributor at University Pharmacy Club.

ADDITIONAL INFORMATION

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

REFERENCES

AVAILABLE ON REQUEST