

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 PTCB 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.

Pharmacy Research Assistant

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

LANGUAGES

English

Native

MY CAREER



● Pharmacy Technician Intern
at University Project (1.4 Years)

● Pharmacy Research
Assistant at Academic Research
(4 Months)

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