

# Mariana Owen

## Data Entry Pharmacy Technician

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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

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

## LANGUAGES

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English

Native

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## MY CAREER

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● Pharmacy Technician Intern  
at University Project (1.4 Years)

● Pharmacy Research  
Assistant at Academic Research  
(4 Months)

- 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

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

## CERTIFICATIONS

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- TSBP License 📅 2026
- PTCB Certification 📅 2026

## PROFESSIONAL AFFILIATIONS

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

## ADDITIONAL INFORMATION

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

## REFERENCES

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AVAILABLE ON REQUEST