

# Mariana Owen

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1234 Elm Street, Dallas, TX 75201

## 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

2026

Dallas College GPA: 3.7

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

## 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

## EXPERIENCE

### Pharmacy Technician Intern

January 2025 – June 2026

University Project

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

August 2024 – December 2024

Academic Research

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

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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.

## LANGUAGES

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- English (Native)

## 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