

# Leila Miles

(410) 555-1234 ✉ leila.miles@email.com [in linkedin.com/in/leilamiles](https://www.linkedin.com/in/leilamiles) 📍 1234 Maple St, Baltimore, MD 21201

## SUMMARY

Dedicated professional with over four years of experience as a Sterile Compounding Pharmacy Technician. Equipped with a strong foundation in preparing sterile medications, ensuring patient safety while adhering strictly to healthcare regulations. Expertise in following safety protocols, detailed record-keeping, and effective communication with diverse healthcare professionals. Exceptional ability to utilize specialized training in sterile compounding techniques, enhancing the quality of pharmaceutical care delivered to patients. Proven capacity for maintaining inventory accuracy and fostering a collaborative work environment that sharpens operational efficiency and addresses patient needs.

## EXPERIENCE

### Sterile Compounding Pharmacy Technician

June 2022 - Present

Rx Solutions

Baltimore, MD

Support pharmacy operations by preparing sterile medications according to strict protocols and procedures. Engage effectively with pharmacists and healthcare staff while managing core responsibilities such as documenting medication preparation and maintaining inventory integrity.

- Prepare sterile medications with a focus on accuracy and sterility, enhancing patient safety.
- Utilize specialized knowledge in sterile compounding practices to ensure compliance during audits.
- Implement efficient processes for ordering supplies, resulting in reduced waste and cost efficiencies.
- Maintain high cleanliness standards in workspace to mitigate contamination risks significantly.
- Actively participate in team meetings, fostering collaboration with pharmacists and other healthcare professionals.
- Safeguard patient confidentiality while contributing towards improving overall pharmacy service delivery.

### Pharmacy Technician

January 2020 - May 2022

CarePlus Pharmacy

Baltimore, MD

Served as a vital team member in a high-volume pharmacy setting, focusing on assisting with medication preparation and addressing customer inquiries with care and precision.

- Collaborated closely with healthcare providers to ensure proper dispensing of both sterile and non-sterile medications.
- Maintained rigorous compliance with state regulations, supporting safe medication distribution.
- Conducted inventory checks regularly, reducing supply shortages through proactive management.
- Engaged in ongoing training opportunities to expand expertise in compounding methods.
- Documented preparations thoroughly, aiding in quality assurance efforts.
- Communicated effectively, addressing inquiries from patients to improve service quality.

## LEADERSHIP & AWARDS

- Dean's List, Baltimore Community College, 2024
- Community Health Fair Volunteer Recognition, 2025

## EDUCATION

### Pharmacy Technician Certification

2025

Baltimore Community College GPA: 3.8

Baltimore, MD

**Coursework:** Pharmaceutical Care, Safety Protocols, Inventory Management, Medication Preparation

## CERTIFICATIONS

- Certified Pharmacy Technician (CPhT) 📅 2025
- Basic Life Support Certification 📅 2025

## TECHNICAL SKILLS

- **Safety Protocols:** HIPAA, COSHH, Hazard Communication
- **Compounding Techniques:** Aseptic Processing, TPN, IV Preparation
- **Communication Tools:** Microsoft Teams, Zoom, Email
- **Inventory Systems:** MedMinder, M-Supply, Kroll
- **Documentation Software:** DocuSign, Microsoft Word, PDF Software
- **Customer Interaction:** Patient Portals, Customer Service Scripts, Phone Inquiries
- **Compliance Standards:** NABP, State FDA Guidelines, OSHA Regulations

- **Training Programs:** Onboarding, Safety Training, Continuous Education
- **Pharmaceutical Products:** Injectables, Oral Medications, Compounded Sterile Preparations
- **Health Technologies:** EMR Systems, Pharmacy Automation, Digital Records Management

## SKILLS

- Sterile Compounding
- Inventory Management
- Regulatory Compliance
- Patient Care
- Communication
- Attention to Detail
- Medication Preparation
- Team Collaboration
- Record Keeping
- Quality Assurance
- Problem Solving
- Time Management
- Safety Protocols
- Healthcare Standards
- Customer Service

## PROFESSIONAL AFFILIATIONS

- Member, Pharmacy Technician Association
- Volunteer, Community Health Fair

## LANGUAGES

- English (Native)
- Spanish (Intermediate)

## ADDITIONAL INFORMATION

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

## REFERENCES

AVAILABLE ON REQUEST