

Experienced Banquet Servers Needed

2 messages

Nicole Burgos <3ce8a970914d3647be7a710b512e236a@reply.craigslist.org>
To: qk9xz-5621973261@job.craigslist.org

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NICOLE BURGOS

201 Adams street Linden, NJ
1-908-487-5577
Ncl1014@gmail.com

Objective

Self-motivated and educated healthcare professional, seeking a position that will allow me to utilize my exceptional communication and customer service skills for the organization I work for and the clientele it serves.

Skill Sets and Qualifications

NJ State Registry Board of Pharmacy – Eligible; FirstAid/CPR/BLS certified, Great communication skills, team player, quick and efficient learner with outstanding problem solving abilities. Customer Service Relations, strong people skills, typing skills, Bilingual –Spanish/English.

Education

Sanford- Brown Institute, Iselin, NJ Graduation date: 12/2011

- ASHP Accredited Pharmacy Technician Program- 900 hours
- Medical law, Ethics and HIPAA compliant
- Medical Terminology
- Introduction to Pharmacy
- Pharmacy Practice
- Contemporary Pharmaceutical Issues
- Medication Management
- Pharmacy Techniques and Operations
- Sterile Compounds, Parenteral and IV admixtures
- Information and Technology in the Pharmacy

Clinical Externship Hours: 180 Externship performed at Partner's Pharmacy, Cranford, NJ & Stop and Shop Pharmacy, Bloomfield, NJ

- Dispensed controlled substances for patient prescription orders.
- Accurately dispensed medication, and packaged unit doses.
- Assisted in bagging medications then placed in appropriate area for pick up.
- Compounded and dispensed medication for long term care facilities as well as in a retail setting.
- Communicated effectively with management, pharmacist and staff to ensure accuracy.

Employment History

Friday's, Linden, NJ July 2011 – July 2012

Server

- Greet customers professionally, provide knowledge of menu offerings and assist with purchases.
- Accurately took orders and escort customers to their tables, obtained order per specifications and courteously serve all orders.
- Operated cash register and money reconciliation.
- Maintain neat and clean environment.

Specialty RX Pharmacy Roselle, NJ July 2012 – January 2015

Pharmacy Technician

- Trained to work with the Docutrack, and Frameworks Software.
- Assisted Pharmacist in receiving, preparing, and packing prescription orders for dispensing.
- Effectively communicated with long term care representatives in assist with any questions.
- Experienced in the long term care control room with narcotics.
- Help Data Entry enter refills when needed.
- Assisted with incoming calls to the pharmacy as a customer service representative.

Pharmscript Pharmacy LLC Somerset, NJ February 2015 – May 2016

Lead Customer Service Representative

- Effectively communicated with long term care facility representatives and doctors' office for new patients requesting pharmacy services.
- Created and updated electronic patient profile working in the admissions department.
- Recorded refills into the computer accurately.
- Developed and managed relationships and communicate with long term care staff.
- Effectively answered multi-line phone and processed high volume of order requests from nurses, doctors, and pharmacists.
- Assisted with all incoming, and outgoing calls with the pharmacy as a Customer Service representative.
- As lead, trained new customer service technicians and set the standard for the training regiment
- Assisted the narcotics, IV, and Data Entry with coding refills, and new orders.