

**Michelle Fusaro**

Jackson, NJ 08527

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**Career Objective:**

Looking to advance my pharmaceutical career with position as a pharmacy technician. A hard-working employee with hands-on experience in dispensing and packaging medications, performing day-to-day clerical tasks of a pharmacy and labeling pharmaceutical products. As well as possibly furthering my career in Quality Assurance.

**Education:**

American Institute of Medical Sciences & Education, NJ

March 2018- Present

**Accreditations:**

**Middle States (MSA-CESS)** i.e. recognized by the U.S. Secretary of Education and the Council for Higher Education Accreditation (CHEA)-Regional Accreditation

**Accrediting Bureau of Health Education Schools (ABHES)**-Institutionally Accredited-National Accreditation

Jackson High School, Jackson, NJ      September 2009- June 2013

**High School Diploma****Certifications:**

Pharmacy Technician Certification Board (PTCB) - Pending

State License (if applicable per state regulations) - Pending

**Clinical Experience:**

**Pharmacy Technician Internship** - 250 Hours

July -September 2018

Omnicare, Affiliate of CVS, Edison, NJ

Walgreens, Howell, NJ

- Performed various pharmacy tasks in a long term care setting which included: labeling, sorting and filling prescriptions
- Exposed to compounding-unit dosing/IV scripts
- Worked in a fast paced setting under the guidance of licensed and certified staff
- Assisted in any other departmental administrative needs
- Filled and counted prescriptions
- Learned to read scripts, both generic and brand
- Communicated professionally with staff and physicians
- Excellent customer service using the cash register and drive through pharmacy

**Professional Experience:**

**AMERISOURCE BERGEN PharMEDium Services, LLC**

Dayton, NJ

**Documentation Clerk**

October 2017-Present

- Performs final documented review of completed batch paperwork prior to shipment and final review of all other GMP documentation.
- Reviews, approves and files Batch Records and then coordinates Batch Release.



- Facilitates documentation corrections with personnel to ensure all records are complete.
- Works with members of other departments to obtain accurate information to questions and concerns to assure quality measures are always maintained.
- Completes scanning of batch paper work into the Laserfiche system.
- Provides support to management during all regulatory inspections.
- Performs other responsibilities as assigned or delegated by management.
- Performs initial inspection on label rolls to ensure proper label size, expiration date, and lot match with each product before given to production for labeling.

## **Renaissance Pharmaceuticals**

Lakewood, NJ  
October 2014 to October 2017

### **Control Room Inspector and Group Leader**

- Required to inspect incoming and in-process testing of various sterile fill bottles or vials. Inspections were conducted according to strict SOP's to ensure a safe and reliable drug for health care professionals.
- Duties included training staff, providing support, guidance and instilling excellent work ethic for our new employees. Our goal was to ensure the individual, the team, and our company would succeed.
- Monitor the quality of the product to include the following:
  - Proper cap placement
  - No paint on bottles
  - Correct label is applied to the product
  - Bundle properly sealed and inner pack labels applied
  - Master cartons completely full (no shortages)
  - Carton properly sealed and labeled

### **Machine Operator**

- Learned all aspects of running a Pharmaceuticals production line and meeting production standards.
- Ensure that the correct Lot Number and Expiration Date are stamped/printed to each product label.
- Understand machine alarms and how to proceed.
- Able to identify the correct components for each Product code being produced.
- Assist other line operator in doing line changeovers for the next production run.

## **Bartley Healthcare Nursing & Rehabilitation Jackson, NJ**

Feb 2013 to October 2014

### **Dietary Aide**

- Provided exceptional Nutrition service to residents according to strict guideline provided by the Nutritional Director or their Physicians.
- Worked with compassion and getting along well with a diverse group of people with long term care needs.
- Prepared food, etc., in accordance with sanitary regulations as well as with our established policies and procedures.
- Assisted in daily or scheduled cleaning duties, in accordance with established policies and procedures.

## **Acquired Skills**

- Knowledgeable of company's policies and procedures, regulations, cGMP's and SOP's.
- A high commitment to quality and process without deviation.
- Quickly became an SME on the all the processes that I have been asked to work on.
- Being compassionate and getting along well with a diverse group of people with long term care needs.
- Being able to Train staff, provide support, guidance and instill excellent work ethic for new employees.
- Ability to learn quickly, attention to detail and ability to focus on the task at hand.

**References:**

Available Upon Request



Name Michelle Fusaro

**Servers Test**

Score 21/35

Multiple Choice

B ☒ Food is served on what side with what hand?

- a) On the left side with the left hand
- ☒ b) On the left side with the right hand
- c) On the right side with the left hand
- d) On the right side with the right hand

C ☒ Drinks are served on what side with what hand?

- a) On the left side with the left hand
- b) On the left side with the right hand
- ☒ c) On the right side with the left hand
- d) On the right side with the right hand

A ☒ Food and drinks are removed on what side with what hand?

- ☒ a) On the left side with the left hand
- b) On the left side with the right hand
- c) On the right side with the left hand
- d) On the right side with the right hand

C ☒ What part of a glass should you handle at all times?

- a) The stem
- b) The widest part of the glass
- ☒ c) The top

D 5) When you are setting a dining room how should you set up your tablecloths?

- a) Neatly and evenly across the tables
- b) The creases should all be going in the same directions
- c) The chairs should be centered and gently touching the table cloth
- ☒ d) All of the above

D 6) If you bring the wrong entrée to a guest what should you do?

- a) Go back into the kitchen and patiently wait in line behind the rest of the servers until it's your turn
- b) Inform the guests that you will bring the correct entrée once everyone else in the dining room is served
- c) Try to convince the guests to eat what you brought them
- ☒ d) Go back into the kitchen to the front of the line and inform the expeditor that you need a different entrée

Match the Correct Vocabulary

E ☒ Scullery

B ☒ Queen Mary

A Chaffing Dish

D ☒ French Passing

G Russian Service

F Corkscrew

C Tray Jack

☒ A. Metal buffet device used to keep food warm by heating it over warmed water

☒ B. Style of service where food is prepared or served individually at the dinner table to fit the customer's specific taste (i.e. providing dressing and pepper for salad or handing out bread to each patron)

☒ C. Used to hold a large tray on the dining floor

☒ D. Area for dirty dishware and glasses

☒ E. Large metal shelving unit for prepared food to be held or for dirty trays to be stored

☒ F. Used to open bottles of wine

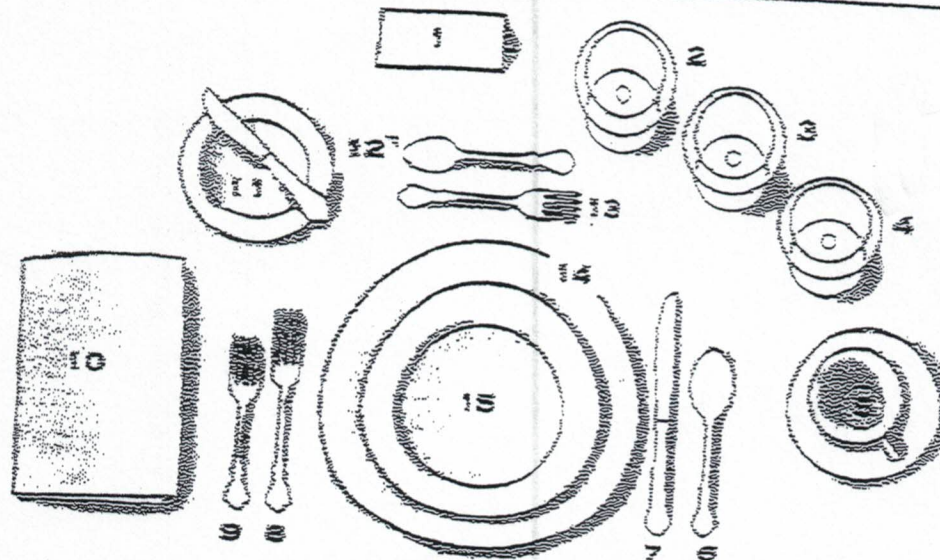
☒ G. Style of dining in which the courses come out one at a time



# Servers Test

Name Michelle Fusaro

Score / 35



## Match the Number to the Correct Vocabulary

<u>10</u>	Napkin	<u>8</u>	Dinner Fork
<u>11</u>	Bread Plate and Knife	<u>5</u>	Tea or Coffee Cup and Saucer
<u>1</u>	Name Place Card	<u>7</u>	Dinner Knife
<u>12</u>	Teaspoon	<u>3x</u>	Wine Glass (Red)
<u>13</u>	Dessert Fork	<u>9</u>	Salad Fork
<u>6</u>	Soup Spoon	<u>14</u>	Service Plate
<u>15</u>	Salad Plate	<u>2x</u>	Wine Glass (White)
<u>4</u>	Water Glass		

## Fill in the Blank

- The utensils are placed 10-12 inch (es) from the edge of the table.
- Coffee and Tea service should be accompanied by what extras? bread
- Synchronized service is when: Everything is brought out in a prompt time frame to be in sync
- What is generally indicated on the name placard other than the name? party of
- The Protein on a plate is typically served at what hour on the clock? noon 12:00pm.
- If a guest asks for a specialty dinner (i.e. Gluten-Free or Vegetarian) you should do what immediately?  
find out what options are offered. Show guest / tell guest options