
Pharmacy Clerk Resume

Job Objective

Seeking a Pharmacy Clerk position that offers an immediate challenge, career opportunity, and advancement.

Work Experience:

Pharmacy Clerk

The CSI Companies Inc., Lynnwood, WA

May 2004 – Present

- Determined financial classification eligibility.
- Compiled all Health Network policies, procedures, compliance and code of ethics.
- Performed cashier functions and computed daily cashier reports.

Pharmacy Clerk

Prison Health Services, Lynnwood, WA

March 2002– April 2004

- Reported and documented incidents and activities.
 - Responsible for all functions related to the physical handling of orders.
 - Received and stored supplies after computing; and retrieved necessitated documents.
 - Assisted in stocking shelves, and maintaining inventory.
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Summary of Qualifications:

- Huge experience in performing clerical duties in a pharmacy setup
 - In-depth knowledge of medicines and drugs
 - Familiarity with medical billing cycles
 - Skilled in customer service activities
 - Effective skills in cashier functions
 - Ability to handle and manage pharmacy store and pharmacy inventory
 - Strong computer skills and working knowledge of related applications
 - Excellent skills in assessing, preparing and reconciliation of reports
 - Familiarity with FDA standards, rules, policies, and regulations
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Education:

AAS Degree in Medical Office Assistant

Cuyahoga Community College District, Cleveland, OH

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