

PHARMACY Major (P1 or P2)

The format of this résumé can be used for any major/field

FIRST NAME LAST NAME

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Objective:

Seeking Pharmacy summer internship offering exceptional customer service, organizational ability and a demonstrated understanding of the pharmacy practice

Education:

University of Connecticut, Storrs, CT

Bachelor of Science, Pharmacy Studies, May 20xx

Licensure and Certifications:

Connecticut State Board of Pharmacy: Intern License, Expiration Date: September 20xx

Pharmacy Technician Certification Board: Pharmacy Technician Certification, Expiration Date: August 20xx

Skills:

Computer: Microsoft Word, PowerPoint, Excel, Access; SPSS; Matlab

Language: Conversational Spanish

Pharmacy Experience

Walgreens, Willimantic, CT

Pharmacy Technician, December 20xx – Present

- Interpret prescription orders and communicate with doctors' offices to confirm and discuss patient prescription histories in order to avoid potential drug interactions
- Counsel dozens of customers daily, regarding medically related concerns and complex billing practices
- Compound, measure, count, and properly label prescriptions orders
- Enter patient data into computer systems and interact with insurance companies to ensure accurate prescription and billing records
- Monitor prescription financials by tracking costs and profits via Excel spreadsheets and store software

CVS Pharmacy, Storrs Mansfield, CT and Newark, NJ

Pharmacy Technician, September 20xx – December 20xx

- Retrieved prescription orders and completed retail sales for in-store customers
- Interpreted and processed prescriptions from medical personnel received via fax and telephone
- Addressed clients concerns with insurance information and billing using effective interpersonal skills

Home City Hospital, Newark, NJ

Pharmacy Volunteer, June 20xx – August 20xx

- Responded to phone inquiries, filled floor stock, checked expiration dates, and organized medication
- Shadowed staff pharmacist's daily routines, discussed hospital protocol and personnel dynamics

Additional Work Experience

Center for Students with Disabilities, UConn, Storrs, CT

Note Taker, August 20xx – May 20xx

- Documented notes in class for students with auditory processing disorders
- Typed and uploaded notes for organic chemistry into a system accessible to registered students

Private Family, Newark, NJ

Nanny, June 20xx – August 20xx (summers and weekends)

Involvement and Volunteer Experience

Pharmacy Diversity Committee, UConn, Storrs, CT

Class Representative, September 20xx – Present

- Promote diversity within the pharmacy program and the profession through activities and lectures
- Presented to area high school students on Pharmacy careers as part of the 'Bridge to the Future' event

UConn Brooklyn Collaborative, Brooklyn, CT

Tutor, September 20xx – May 20xx

- Instructed individuals who are incarcerated on basic math and science strategies in preparation to earn a GED