

Lisa Garcia

SKILL HIGHLIGHTS

- Extensive knowledge of pharmacological terminology
- Expert in mathematical calculations
- Inventory management
- Efficient and accurate
- Excellent customer service
- Knowledge of state and federal law

PROFESSIONAL EXPERIENCE

Universal Copy

Rosemead, CA

Office Clerk

July 2013-July 2014

- Composed business letters, presentations, tables, and business reports using Microsoft Word, Excel, and PowerPoint.
- Answered telephones, directed calls and took messages.
- Communicated with customers, medical personal, insurance companies, and employers to collect medical records, employment records and personal information.
- Operated and maintained office machines such as photo copiers, scanners, shredders, voice mail systems, and computer.

Bella Vista Pharmacy

Monterey Park, CA

Pharmacy Technician Intern

March 2011-April 2011

- Prepared, dispensed, and distributed prescriptions.
- Maintained, restocked, and organized medication on shelves in pharmacy.
- Answered telephones and communicated with patients, medical offices, and medical insurance companies.
- Performed excellent customer service and communication skills.

Kmart

Commerce, CA

Sales Associate

October 2010-October 2012

- Recommended, selected, and helped locate and obtain merchandise based on customer's needs and desires.
- Computed sales prices, totaled purchases, and received and processed cash and credit payment.
- Restocked store merchandise and returned unwanted items to designated aisle.
- Processed credit card enrollments and performed excellent customer service skills.

EDUCATION

East Los Angeles College

Monterey Park, CA

Associate Degree in Nursing

Expected in 2016

United Education Institute

El Monte, CA

Pharmacy Technician Diploma

2012

Schurr High School

Montebello, CA

High School Diploma

2008