

# Monique Parker

---

## OBJECTIVE

Hard working and dependable Pharmacy Technician seeking a position, where I can utilize my skills and education to better assist our patients as well as my fellow co workers.

---

## QUALIFICATIONS

- PTCB Certified Pharmacy Technician
- Fluent in English
- Customer Service Skills
- HIPPA & OSHA training
- Able to compound various forms of medications such as creams, ointments, capsules, lozenges, suppositories, liquids, suspensions and lip balms
- Insurance claims processing
- Knowledge of prescription abbreviations
- Knowledge on how to translate prescriptions
- Able to perform pharmacy math calculations
- Knowledge of proper aseptic technique under current USP <797> guidelines
- Knowledge of the federal and state laws that affect pharmacy practice
- Practice with packaging unit-dose medication
- Ability to prepare sterile compounds within a laminar airflow hood such as IV bags, TPN's, and sterile vial reconstitutions
- PTCB review instructor

---

## EXPERIENCE

### Walgreen's Pharmacy

Lead Senior Pharmacy Tech.

Las Vegas, Nevada  
October 2014-Present

- train new employee's in pharmacy
- Inventory management
- scheduling
- process returns to manufactures/vendors
- process new Rx's
- process insurance claims
- customer service
- problem solve any and all issues in the pharmacy
- multi-tasking
- process insurance approvals
- help patients with any and all needs
- Rx filling
- supply management
- communicate changes to staff
- PTCB review instructor

### Children's Garden Learning Center

Teacher/Bus driver/Cook

- create lesson plans

North Las Vegas, Nv  
September 2009- June 2013

- transport children
- cook
- assist front desk with filing and answering phone and other office duties
- camp coordinator responsible for planing outdoor activities for 40+ children

**Mini Skool Early Learning Center**

Lead Teacher/ back up cook

North Las Vegas  
August 2008-September 2009

- Responsible for multiple children and their needs
- create lesson plans
- create safe friendly environment for children to explore and learn
- cleaning and organizing room and toys
- Back up cook and back up van driver

**Sears Portrait Studio**

Sears Portrait Studio March 2005-June 2008  
2008 Studio Manager/Photographer

El Centro, CA  
March 2005-June

- create & host events
- file weekly/monthly reports
- count/order inventory/ marketing/advertising
- recruit/maintain employees

**J.C. Penny Portrait Studio**

Photographer

Henderson, NV  
May 2004-August 2004

- Customer service
- photograph small to large group
- trouble shooting
- sales

**Wal-Mart Portrait Studio**

Studio Manager/Photographer

Las Vegas, NV  
January 2003-February 2004

- Customer service
- Photograph small to large sized groups of people
- maintain a friendly environment
- weekly and daily reports
- inventory

**EDUCATION**

**Anthem College**

Pharmacy Technician Diploma

Las Vegas, Nv  
2014

- Academic Excellence awards
- Perfect Attendance awards

**El Dorado High School**

High School Diploma

Las Vegas, Nv

## **CERTIFICATIONS**

---

PTCB 2015

CPR 2013

HIPPA Certificate, 2014

Photographer