
SHAQUILLE JONES

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PROFESSIONAL SUMMARY

Well-qualified Pharmacy Technician Trainee proficient in handling complex customer issues and promoting positive experiences. Efficiency-driven and organized with team-oriented mentality and dedication to customer satisfaction, business goals and sales excellence. Skilled in coordinating documentation and handling payments.

SKILLS

- Data entry
- MS Office proficiency
- Money handling abilities
- Health Insurance Portability and Accountability (HIPAA)
- Multitasking
- Great team player
- Customer service
- Attention and detailed oriented
- Strong organization skills
- Retail sales
- Accurate money handling

WORK HISTORY

Mail Clerk, 09/2018 to 09/2019

Raytheon – INDIANAPOLIS, IN

- Released registered and special delivery letters and packages to designated recipients and obtained signatures for release
- Picked up incoming stock and delivered materials to designated locations
- Weighed letters and packages and calculated costs based on classification, weight, and destination
- Tracked incoming and outgoing files and materials and maintained accurate records for potential discrepancies
- Followed up with staff and customers by phone and email regarding missing or needed information and compiled retrieved information into files

Pharmacy Technician Trainee, 05/2017 to 07/2018

Wellfount Corp. – INDIANAPOLIS, IN

- Assisted with filling of over 200 prescriptions daily
- Handled inventory stock by counting inventory items, checking delivery quantities, reviewing medication

expirations and ordering additional products

- Restocked automated medication dispensing equipment
- Created new customer profiles and updated changes such as demographics, allergies, and new medications in pharmacy computer systems

Pharmacy Technician Trainee, 12/2016 to 05/2017

Walmart – INDIANAPOLIS, IN

- Collected co-payments or full payments from customers
- Processed incoming drug orders
- Set up and modified patient profiles in Connexus to include current information such as medications and insurance details
- Stocked, labeled and inventoried medication to keep accurate records
- Monitored ordering of pharmacy medication stock to maintain streamlined inventory and low overhead
- Assisted patients in minimizing medical expenses by recommending generic alternative prescription medications
- Received, reviewed, dispensed, and labeled over 200 prescriptions daily with expert accuracy

Cashier Food Prep, 05/2015 to 11/2016

Au Bon Pain – INDIANAPOLIS, IN

- Provided excellent customer care by responding to requests, assisting with product selection and handling ordering functions
- Monitored cash drawers in multiple checkout stations to ensure adequate cash supply
- Welcomed, greeted and assisted guests in high-traffic store
- Trained new personnel regarding company operations, policies and services
- Placed orders by listening to customers, documenting selected menu items, substitutions and add-ons
- Learned cashier and barista work tasks in order to provide skilled backup for diverse roles
- Completed more than 200 orders each shift with focus on quality and efficiency

EDUCATION

Some College (No Degree): General Studies, Expected in 2022

Ivy Tech Community College of Indiana - Indianapolis, IN

High School Diploma: 11/2014

Excel Center For Adult Learners - Indianapolis, IN