

Audrey Johnson

Registered Pharmacy Technician - Saint Louis, United States

W: <http://www.worky.com/audrey-johnson>

I am a professionally registered Pharmacy Technician, worked in the medical field for over 10 years, and have an extensive background in sales/customer service. I always represented myself in a professional manner by being the best productive employee for the company that I work for.

Being reliable, independent, trustworthy, cross-trainable, with exceptional managerial and leadership skills that will enhance any and all job assignment that are assigned to me or my team. I am currently looking for a position that will give me the ability to offer my skills and services to provide prosperity to any company that I work for; whether it be a work-from-home or office position. I also require the ability to use and perform at my fullest potential. All of my contact information, educational skills and experience are here for your viewing.

Please feel free to contact me at anytime for further clarification of the assets that I can bring to your company. I look forward to working with you,
Audrey

Professional Experience

- 1981 - Present **Home-maker/Advocate**
Upkeep of 5 bedroom home, housekeeping duties, answering telephone, taking messages, setting appointments, food preparation, merchandising, billing, general household duties
- Key Skills food preparation, homemaker,dvocat.general cleaning,appointment setting, housekeeping
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- 2008 - 2010 **SLVPS-Saint Louis Virtual Public Schools - Homeschool Teacher Instructor**
Preparation and implementation of general K-12 academic studies. Taught and prepared course-study for Math, Science, Communication Arts, English, Social Studies, Literature Studies, Reading Comprehension, Spanish, and French, Implementation of quarterly/annual test and quizzes associated with implementation of Missouri State educational laws and requirements.
- Key Skills home-schooling, teacher, teaching, spanish
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- 2009 - 2010 **Walgreens Pharmacy - Pharmacy Technician**
Filling of prescription edications, interpretation of prescriptions, answering telephones, stock/re-stocking of medications, assisting customers, filling of Controlled Substances, Proper Aseptic Technique, Proper recording of C-II Drugs, General Cleaning, filling of Automated medication Dispensing machine.
- Key Skills pharmacy,pharmacy technician,prescription medications
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- 2010 - 2010 **Omnicare Interlock Pharmacy - Floor Technician**
Preparation, filling, and bubbling of prescription medications, interpretation and calculation of prescription drugs, dosage calculations, filling of orders, preparation of medication for shipment to nursing home facilities, scanning of medication for delivery, general pharmacy technician duties.
- Key Skills filling prescriptions, pharmacy technician, pharmacy, Nursing, Pharmacy
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- 1985 - 2009 **TAXES TO GO Tax Solution Services - Owner/Certified Tax Preparer**
Preparation of individual, personal, business, and employment taxes, IRS Certified Transmitter and Electronic Return Originator, preparing and Printing of Bank Products and Loans.
- Key Skills taxes,income tax,tax preparation, income tax, tax filing,E-File, E-Filing
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- 2005 - 2009 **TAXES TO GO Tax Solution Services - Owner/Tax Preparer**
Preparation of individual, personal, business, and employment taxes, IRS Certified Transmitter and Electronic Return Originator, preparing and Printing of Bank Products and Loans.
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- Key Skills income tax,tax preparation,accounting, income tax,tax preparation,accounting,tax preparation
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- 2009 - 2009 **Saint Louis College of Health Careers - Student Tutor**
Tutoring of fellow students in course objectives and practices associated with structured curriculum. Assistance with Laboratory skills and procedures, Assistance in exam and test preparations in Anatomy & Physiology 1 & 2, Psychology, Biology Lab 1 & 2, Pharmacy Practice 1 &2, Medical Terminology, Dosage Calculations, Immunology & Anti-Infective, Micro-Computers, and Pharmacology 1& 2.
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- Key Skills Aseptic Technique,Compounding,prescriptions,medications,Pharmacology, biology, Pharmacy
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- 2008 - 2008 **SMC - General Cleaner**
Vacuuming of floors, mopping, bathrooms, cleaning of supervisor's offices, re-stocking of supplies and chemicals, maintaining OSHA requirements/practices. Dusting, window washing, cleaning refrigerators and microwaves in a warehouse setting.
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- Key Skills Cleaning, housekeeping,general cleaner, Supervisor
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- 2006 - 2007 **Encore Marketing - Marketing and Sales Representative**
Door-to-Door sales of telephone products and services, up-selling of current services informing customers of promotions and savings, verifying and updating of customer information, customer service skills, data-entry, answering of customer questions and concerns, referrals for billing changes.
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- Key Skills B-to-b Sales, telephony, B-to-B,Sales, telephony,telemarketing,customer service, Billing, Customer Service, customer service skills, data, Promotions
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- 2004 - 2005 **Jackson Hewitt Tax Services - Tax Preparer**
Preparation of Income Taxes, Banking Products Training, obtained 98% scoring on average on all testing during 10-week training phase. Highest level up selling of all employees of the Bellefontaine office, received Bonus for Most Returns and Banking Products Sold, performed housekeeping, greeting of customers, answering taxing questions and making of appointments/offered employment for the following year.
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- Key Skills tax preparation,income tax,income taxes, E-filing
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- 2003 - 2003 **Convergys - Customer Service Reresentative II**
Fielded inbound phone calls for warranty information, making of appointments, scheduling service and maintenance work, verifying and updating of customers information, informing customers of recalls on their vehicle, answering insurance claim questions filing of claims, taking of accident information for accident claims/payouts informing customers of related information that might be of interest informing customers of scheduled routine maintenance repairs and services needs/recommendations
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- Key Skills claims, Customer Service,inbound/outbound calling,setting appoinments
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- 1999 - 2001 **SBC Operations. Inc - Sales Agent**
Outbound sales calls for residential phone services, extensive experience handling difficult customers, Top Seller for my department, always exceed sales quota
Training of co-workers on suggestive selling and overcoming customer declines
Promoted to Backfill- assistant to the coach leader.
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- Key Skills Sales,sales agent,outbound calling,telemarketing
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- 2000 - 2000 **SWBT-Sothwestern Bell Telephone - Geneeral Clerk-D**
Answering of inbound phone calls on calling card hotline, verifying of customers' information, establishing of service, writing telephone orders implementation of those orders, connecting and disconnection of telephone

services, extensive experience with many various software programs including Word, Excel, as well as more specialized software.

Key Skills EXCEL, sales,outbound calling,billing,customer service,programs,data entry

Education and Qualifications

2011 **currently studying - Business Healthcare Administration**
Jones Internatoal University

2009 **Higher Diploma - Pharmacology/Pharmacy Technician**
Saint Louis College of Health Careers

2004 **Certificate - Medical Assistant**
Bryan Institute

2000 **Certificate - Diversity Training**
SBC Operations,Inc

2000 **Higher Diploma - Diversity Training**
SBC Operations, Inc

1988 **Certificate - Certified Nurse's Assistant**
Des Peres Healthcare-chastina's

1985 **Diploma - Word Processing/Bookkeeping**
Watterson College

1982 **second level/high school education -**
Webster Groves High School

1982 **Diploma - GED**
St.Louis Dept Secondary Education

Nov 2009 - Jan 2010 **Walgreens Pharmacy - Intern**

Preparation, filling, and bubbling of prescription medications, interpretation and calculation of prescription drugs, dosage calculations, filling of orders, preparation of medication for shipment to nursing home facilities, scanning of medication for delivery, general pharmacy technician duties.

Company Website

Additional Information

Links

BriteFuse URL - <http://www.brightfuse.com/audrey-johnson-2>

Facebook Fan Page - <http://www.facebook.com/profile.php?id=100000272929744>

Twitter Profile Page - <http://www.twitter.com/REEREEJ>

Indeed Resume Link - <http://www.indeed.com/r/11a70e5bc98936b0>

Interests

Futuring my career, reading mysteries, singing, sewing, cooking, needle point, dancing, skating, spending

quality time with family and friends.

Memberships

Member American Pharmacy Technician Association
Lifetime Member Cambridge Who's Who
National Notary Association
American Medical Association
Missouri Notary Association
Present hi Beta Lamda Soroity

Awards

4.0GPA
Top-Seller Award 1999, 2000,2001,
Assistant Manger Training
Diversity Training
Mentoring
Vallet Victorian
