# Rosalind Varga-Mensah

**Pharmacy Assistant**

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## SUMMARY

Pharmacy assistant with 3 years in chain and independent pharmacies, handling about 150 prescription pickups a day with two-identifier checks on every bag. Runs weekly expiry checks on 1,200 front-of-store and behind-counter items and answers around 60 phone calls a shift, routing clinical questions to the pharmacist. CPR certified.

## EXPERIENCE

### Pharmacy Assistant — Lakeshore Family Pharmacy

Milwaukee, WI · May 2024 – Present

- Hand out about 150 prescription bags a day, confirming name and date of birth on each and flagging 100% of pharmacist counseling notes.
- Run a weekly expiry sweep on about 1,200 items, pulling roughly 40 short-dated products a month for return credit.
- Answer around 60 calls a shift, handling refill requests and opening hours and passing every dosing question to the pharmacist.
- Cut the will-call bin backlog from about 90 bags to 35 by returning unclaimed prescriptions to stock on the 10-day schedule.

### Pharmacy Cashier and Front-Store Assistant — Northpoint Drug and Health

Waukesha, WI · Aug 2022 – Apr 2024

- Processed about 120 pharmacy transactions a day, including insurance co-pays and health savings account cards.
- Logged pseudoephedrine sales in the state tracking system on about 15 purchases a week, with 0 errors in 2 audits.
- Unpacked and checked 2 wholesaler deliveries a week against invoices, reporting 7 shortages in a year.

## SKILLS

Counter work: Prescription pickup checks, will-call bins, co-pay collection, signature logs, counseling referrals

Stock and inventory: Delivery check-in, expiry sweeps, return-to-stock, shelf facing, refrigerated stock logs

Compliance: HIPAA privacy basics, pseudoephedrine logging, ID checks, cold-chain temperature records

Systems: PioneerRx, McKesson ordering portal, point-of-sale, phone queue software

## CERTIFICATIONS

CPR and First Aid (American Red Cross)

## EDUCATION

High School Diploma, Riverside University High School, Milwaukee, 2022

Fictional example by FindAJobAI: the person, employers and numbers are invented.