



GRACE ANTIPALA DELA PEÑA

Brgy. West Visoria, Carigara, Leyte
Leyte, 6529

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CAREER OBJECTIVE

- To acquire any position in which I can use my enhanced knowledge, skills, and abilities from experiences wherein my personal growth is improved and to become a more efficient and effective worker.

EXPERIENCE

- **PHARMACY ASSISTANT** (April 30, 2023 – April 30, 2024)
Meracure Pharmacy
Castin St. Brgy. Santissimo, Rosario, Naval, Biliran

Duties and Responsibilities:

- Completes patient's sales transactions for purchase of prescription and over-the-counter medications as well as other pharmaceutical products.
- Prepares billing information for medications.
- Answers patients' questions about their medications.
- Supplies patients with information and education on their prescriptions.
- Counts pills, labels bottles, prices, and compounds medications to prepare prescriptions for patients as directed.
- Measure and mix drugs according to prescriptions.
- Takes inventory of drugs on hand and records results.
- Prepare receipts.
- Restock shelves with medications and other pharmaceutical supplies.
- Maintains cleanliness, orderliness, and sanitation.

EDUCATIONAL BACKGROUND

- **VISAYAS STATE UNIVERSITY**
Bachelor of Science in Agriculture
SY: 2017-2022

- **CARIGARA NATIONAL HIGH SCHOOL**
SY: 2009-2013

CASSIDY ELEMENTARY SCHOOL
SY: 2003-2009

SKILLS & ABILITIES

- Honest, patient and hardworking
- Can do multi-tasking
- Willing to undergo training
- Willing to work overtime
- Comfortable in working with others
- Computer literate (Word, Excel, PowerPoint)

REFERENCES

- **ENGR. MARVIN A. SALON, REE**
Project Supervisor
Arizona Integrated Tech. Inc.,
Manalo St, Cubao, Quezon City
09167223527
- **DR. ARSENIO D. RAMOS**
VSU Professor
Visayas State University
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- **MERCY ANN S. TANDOG**
Pharmacy Owner
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