Shannon Doyle

Pharmacy Assistant

Bolton | 07700 900276 | shannon.doyle@example.com

Profile

Pharmacy assistant with three years on the counter of a busy community pharmacy, with the Level 2 Certificate in the Principles and Practice for Pharmacy Support Staff. Advises on non-prescription medicines, hands out prescriptions and checks that each patient understands how to take them, and knows when to bring in the pharmacist. Looking for a senior assistant post and keen to train as a pharmacy technician.

Experience

Pharmacy Assistant, **Bridgecroft Pharmacy, Bolton** **2023–present**

- Serve about 120 customers a day and advise on non-prescription medicines, referring questions to the pharmacist when they need it.
- Hand out prescriptions and check that each patient understands the dose and when to take it.
- Take calls from three GP surgeries and two care homes about repeat prescriptions and deliveries.
- Label stock, fill the shelves and put together the weekly wholesaler orders.
- Enter prescriptions and stock on the pharmacy system, following the pharmacist's and technicians' instructions.
- Cash up and lock the till at closing twice a week.

Sales Assistant, **Kenyon Discount Store, Bolton** **2021–2023**

- Served on the till and kept the health and beauty aisle stocked and tidy.

Qualifications

Level 2 Certificate in the Principles and Practice for Pharmacy Support Staff **2024**

Five GCSEs at grades 9 to 4, including English Language 5, Maths 4 and Combined Science 4-4, **Hollinwood High School, Bolton** **2021**

Skills

- Advice on non-prescription medicines
- Handing out prescriptions safely
- Stock, labelling and ordering
- Pharmacy computer system
- Calls with surgeries and care homes
- Till and cash handling

Additional information

Available weekdays and alternate Saturdays.