

Kenzey Zignego

Pharmacy Records Clerk

✉ kenzey.zignego@gmail.com

☎ (715) 117-1063

📍 Newark, NJ

Education

**Associate Degree in
Pharmacy Technology at
Rutgers University, Newark,
NJ**

Aug 2017 - May 2022

Relevant Coursework: Medical Terminology, Pharmacy Law and Ethics, Pharmacy Calculations, Pharmacy Management and Compounding, Pharmacology, Pathophysiology, and Clinical Experience.

Links

[linkedin.com/in/kenzeyzignego](https://www.linkedin.com/in/kenzeyzignego)

Skills

Attention to detail

Data entry

Organizational skills

Time management

Computer proficiency

Recordkeeping

Customer service

Languages

English

Dutch

Hobbies

Gardening

Profile

I am an experienced Pharmacy Records Clerk with over one year of experience in customer service and data entry. I have extensive knowledge of medical terminology and pharmacy protocols. I possess excellent customer service and communication skills, which I utilize when working with patients, doctors, and other health care professionals. My experience includes maintaining accurate records of all drug transactions, verifying patient information, and resolving any customer service issues. I am proficient in using various computer systems, including Microsoft Office, and I am well-organized and detail-oriented. I am confident that I can contribute to the success of any pharmacy team.

Employment History

Pharmacy Records Clerk at CVS Health, NJ

Nov 2022 - Present

- Processed over 10,000 pharmacy records in one month: Streamlined the pharmacy records process by accurately and quickly entering patient information into CVS Health's electronic medical records system. Reduced backlog of records by 20%, allowing for faster patient care.
- Reduced prescription order errors by 50%: Developed a comprehensive system to review and verify all prescription orders, ensuring accuracy and compliance with CVS Health's standards.
- Trained 5 new staff members on CVS Health's procedures: Provided comprehensive training to new employees on the use of CVS Health's electronic medical records system, as well as the proper steps for processing and verifying patient records. As a result, new staff members were able to quickly become productive members of the team.

Pharmacy Records Clerk Assistant at Walgreens, NJ

Jul 2022 - Sep 2022

- Processed and managed over 1,000 patient orders in a single month, ensuring accuracy and timeliness of all prescription requests.
- Implemented new filing system for pharmacy records, leading to a 30% reduction in time spent cataloging and organizing documents.
- Designed and implemented a new system for tracking patient medication refills, resulting in a 20% increase in customer satisfaction.

Certificates

Certified Pharmacy Technician (CPhT)

Nov 2021

Electronic Health Records Specialist Certification

Oct 2020

Memberships

National Association of Pharmacy Records Clerks (NAPRC)

American Society of Health-System Pharmacists (ASHP)