

Jennifer Crawford

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WORK EXPERIENCE

Warehouse Inventory Specialist

Express - Tempe, AZ - 2014-10 - Present

Maintain shelf inventory and rotate stock as needed to maintain dating—including shelf counts, short shelf life and expired product audits.

Using a PDA Replenish and safely transfer product from warehouse location to dispense location while following appropriate min/max levels displayed on the PDA and ensuring proper inventory rotation.

Disposal of Damaged/Expired Product, research and perform systematic transactions to remove product that has been damaged/expired and prep product for capital returns.

Work directly with Pharmacy Technicians to replenish inventory that needs to be filled via priority.

Operate Standing and Sit Forklift to drop inventory from shelves for other warehouse employees that have not obtained a licence.

Line Coach

Walgreens Pharmacy - Tempe, AZ - 2011-10 - Present

Ensure employees are performing duties

Train new hires on job responsibilities

Shipping

Scan patient orders

Package medication and paperwork for shipping

Accurately insert all information paperwork including refill labels and invoices

Label all medication accurately

Replenish work stations with necessary paperwork and forms

Open and sort mail

Reads and reviews prescriptions; evaluates for missing information and processes data entry into the system

Interprets medical abbreviations (SIG codes) and dosages

Learns, understands and adheres to Walgreens prescription data entry guidelines and procedures

Applies and maintains appropriate Pharmacy licensure/registration as required by state regulations

pharmacy production clerk

Express Scripts - Tempe, AZ - Present

Teachers Assistant-Temporary

CHALLENGER MIDDLE SCHOOL - Glendale, AZ - 2017-02 - 2017-05

Supervise students in classrooms, halls, cafeterias, school yards, and gymnasiums, or on field trips.

Tutor and assist children individually or in small groups to help them master assignments and to reinforce learning concepts presented by teachers.

Enforce administration policies and rules governing students.

Develop constructive and cooperative working relationships with others, and maintaining them over time.

Warehouse / office

Adecco - Phoenix, AZ - 2011-05 - 2011-10

Adecco is company that provides temp services to people looking for work on a short term to hire basis.

Assistant Supervisor

Hillcrest Educational Center - Lenox, MA - 2006-01 - 2009-10

Supervise staff, maintain safety through walk a rounds, and surveillance camera.

Supervise students during residential time and activities.

Set and maintain limits on behavior, help to develop skills that will allow students to experience less restrictive settings.

Maintain safe and secure setting through regular documented bed checks.

Initiate and assist with morning wake up.

Set up daily off campus trips.

Provide the campus with accurate data entry, spreadsheets, and up to date information on all students.

EDUCATION

Associate in Arts in Information Security Technology

Glendale Community College - Glendale, AZ

2011 - 2013

SKILLS

Forklift Operator

CERTIFICATIONS/LICENSES

Forklift Certified

ADDITIONAL INFORMATION

Moving to Massachusetts August 1st, 2017