

LaCarol Shquiouna Pittman

Pharmacy Technician

Oxford, MS 38655

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Driven professional ready to advance professionally by bringing abilities to dynamic, growth-oriented position at the perfect company. Skilled at using verbal and written communication strengths, analytical problem-solving abilities and decisive nature to address and resolve issues. Well-versed in best practices and products of pharmacy, leadership, medical, and manufacturing businesses.

Authorized to work in the US for any employer

Work Experience

Inventory Cycle Counter

Milwaukee Tools - Olive Branch, MS

October 2021 to Present

Clinical Laboratory Assistant

Baptist Memorial Hospital-North Mississippi - Oxford, MS

March 2019 to Present

- Collect specimens using appropriate collection procedures.
- Dispose of blood or other biohazard fluids in accordance with applicable laws, standards, or policies.
- Dispose of contaminated sharps, in accordance with applicable laws, standards, and policies.
- Document route of specimens from remote collection sites
- Draw blood from arteries, using arterial collection techniques.
- Draw blood from veins by vacuum tube, syringe, or butterfly venipuncture methods
- Match laboratory requisition forms to specimen tubes.
- Maintain assigned work area in a clean and safe condition.
- Accurately enter information into the facility lab information system.
- Maintains quality results by following procedures and testing schedule; recording results in the quality-control log; identifying and reporting needed changes.

Medical Receptionist

Finch Henry Job Corps - Batesville, MS

June 2019 to March 2020

- Greet and attend to patients in person and over the phone.
- Professionally assist doctors, staff, visitors and patients.
- Maintain business inventory such as checking supplies, scheduling equipment and maintenance repairs.
- Answer all phone calls in a professional and courteous manner.
- Perform all duties within HIPAA regulations.
- Maintain confidentiality of all doctor, staff and patient information.
- Schedule appointments between doctors and patients.
- Liaise between medical departments with discretion and professionalism

- Adhere to policy and procedures during all activities.
- Assist with admissions/treatment as per agreed protocols.
- Ensure that stock levels are adequate and orders are made timely.
- Communicate medical results to patients under clinical supervision.
- Complete accurate documentation of patient visits.

Production Machine Operator

Caterpillar - Oxford, MS

August 2010 to June 2017

- Collated components for assembly.
- Produced quality products in a timely manner.
- Coordinated procedures for facility and equipment maintenance.
- Trained employees to perform assembly duties Key Holder Stella Bee Maternity - Oxford, MS.
- Handle freight.
- Utilized work order and diagrams to identify and apply job requirements and quality standards to effective production planning.
- Documented daily work on production logs and work orders and discussed activities with management to optimize future production.
- Monitored machine operation and diagnosed malfunctions.
- Responsible for achieving production requirements.

Key Holder August - April

Stella Bee Maternity - Oxford, MS

- Offered hands-on assistance to customers to offer support and stay current on preferences and buying habits.
- Trained team members in successful strategies for meeting operational and sales targets.
- Processed cash, credit, debit and check payments.
- Strengthened merchandising and promotional strategies to drive customer engagement and boost sales.
- Opened inventory boxes and restocked shelves.
- Broke down boxes and disposed of trash.
- Accepted and processed customer returns.
- Monitored security areas during busy periods.
- Directed customers to correct store locations.
- Counted out cash drawers and balanced totals.
- Improved customer service by projecting friendly and knowledgeable attitude.
- Opened and closed store 4 days per week by counting registers, making deposits and storing and filing all daily paperwork.

Food Line Server

University Mississippi - Oxford, MS

August 2007 to May 2010

- Stored food in designated containers and storage areas to increase shelf life and prevent spoilage.
- Created orders, documented special requirements and discussed needs with kitchen personnel to provide customers with desired food and minimize complaints.
- Organized and replenished supplies at food stations to optimize team performance.
- Greeted incoming guests and managed accurate seating based on customer desires and server loads.

- Helped customers place orders, explained menu items and suggested appropriate options for food allergy sufferers.
- Checked food trays against customer orders and added forgotten items, avoiding return trips to kitchen.
- Replenished food items and other supplies, which included paper products and canned goods to keep pantry well-stocked during busy periods.
- Offered customers efficient service to maintain high satisfaction scores.
- Garnished dishes and delivered items quickly to customers to minimize wait times.
- Conferred with cooks to produce accurate orders, verifying accuracy prior to delivery.

Education

Certified NURSE ASSISTANT in CNA

Northwest Mississippi Community College - Oxford, MS

August 2020 to January 2021

Certification of Phlebotomy

Itawamba Community College - Fulton, MS

May 2018

Associate of Applied Science in Pharmacy Technician

Itawamba Community College - Tupelo, MS

August 2017

Skills

- Machine Operator
- Manufacturing
- Packaging
- fast learner
- Problem Solving
- Warehouse
- Quality Control
- Patient Care
- Venipuncture
- Medical Scheduling
- Medical Receptionist
- Pharmacy Technician Experience
- Medical Billing

Certifications and Licenses

Wooland Clinic

October 2018 to July 2019

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Additional Information

Key Competencies • Venipuncture & Capillary Puncture • Blood Collection & Handling Safety • Medical Records Review • Quality Assurance & Controls • Blood Specimen Storage