

Raymond Matta

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Work Experience

Supervisor

Insomnia Cookies - Fort Collins, CO

September 2022 to Present

- After my work as a Pharmacy Technician, was given the chance to become the supervisor at Insomnia Cookies which taught me:
 - Keeping track of inventory and stocks
 - Handle and monitor finances
 - Scheduling of staff members
 - Manage all aspects of front desk duties as well as behind the counter obligations

Supervisor / Pharmacy Technician

CVS Health - Fort Collins, CO

December 2021 to October 2022

- In my first year here in Colorado, was trained as a Pharmacy Technician which gave me many further opportunities as well as many new skills including:
 - Preparing new prescription and refill requests for patients
 - Dispensing medication to patients per the prescription
 - Processing insurance claims
 - Tracking inventory
 - Providing key customer service

Courtesy Clerk / Stocker

Safeway - Phoenix, Az

January 2021 to June 2021

- In highschool, was able to provide excellent customer service by:
 - Having high quality communication skills
 - Provided knowledgeable information to customers
 - Listened to customer complaints, and found reasonable solutions

Education

Thunderbird High School - Phoenix, AZ, US

August 2017 to May 2021

Skills

- Throughout multiple customer service jobs have accumulated the skills of proper handling of sensitive information, handling of medications, shift management, and multiple leadership roles. Time Management, leadership and integrity is always a top priority in my place of work.