

Regina R Wilson

Objective

To acquire experience and to advance my career in within your company. I trust I can be a very great asset to your company. I'm an efficient worker and quick learner; I put a lot of pride and integrity in my work. I desire to grow and learn with your company

Dec. 2013-Present Kaiser Permanente Lone Tree CO

Centralized Medical Reception

- Greet and arrive patients
 - Make charts
 - Meet all the doctors, nurses and patients needs
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Feb. 2007-2013 Kaiser Permanente Aurora CO

Pharmacy Technician

- Fill and pack prescriptions
 - Help with CII audits
 - Replenish machines in the auto refill center
 - Mail Order Pharmacy
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Jun. 2004-Feb. 2007 Kaiser Permanente Westminster CO

Pharmacy Clerk

- Customer service with patients
 - Sales of prescriptions and OTC products
 - Daily reconciliation of cash drawer
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Apr. 2002-Jun. 2004 Kaiser Permanente Aurora CO

Cytolab Assistant

- Accessioned and processed gyn and non-gyn specimens
Data entry and filing of paperwork and slides
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Oct. 2000- Apr. 2002 Colorado Pathology Consultants Laboratory CO

Data Entry

- Inputting patients information from requisitions
- Opening specimens, filing requisitions, and slides
- Receptionist work

Education

1983-1984 Adelphi Business College
Graduated, Associate of the Arts

Glendale Az

References Available Upon Request