

**Spencer Wallace**  
**6675 Lancaster Lane North**  
**Maple Grove, MN 55369**  
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### **SUMMARY**

My goal is to use my computer knowledge, creative/ customer service skills and great personality. I know that the workplace is an ever changing environment. I have proof of my good nature, strong work ethic and competencies. My achievements are evidenced in my previous work review and national work readiness certificate (administered by ACT).

### **SKILLS**

*10 key pad, 6 plus years data entry, experience communicating with blind and deaf and blind persons, Advanced MS Office: Access, Word, Excel, Outlook, Power Point (ask to see my work!) 2003/2007 and float retail experience due to exceptional customer service skills.*

### **EXPERIENCE**

**VA MEDICAL CENTER**  
MINNEAPOLIS, MN 55417 612-467-4337  
**Pharmacy Technician**

**AUG 2010-JUNE 2011**

- Assisted the pharmacist with bottle filling as well as carefully checking prescriptions.
- Efficiently stocked the clinics of the hospital with medical supplies.
- Filled medical carts with patient's medicine to specifications.
- Utilized pharmacy technology and assisted in basic machine maintenance.

**THRIFTY WHITE DRUG**  
Maple Grove, MN 55369 763-513-4300  
**Pharmacy Technician**

**MAR 2009 - APR 2010**

- Set up financial reports for accounting and checked the controlled substance log for errors.
- Ran/filled prescriptions and aided in cleaning. Assisted the Pharmacist.
- Assisted co-workers with finishing work loads and filled in as a driver when needed.
- Prepared forms using Advanced MS Office and accurately performed data entry tasks.

**SNYDER DRUG STORE**  
**Pharmacy Technician**

**FEB 2005 - MAR 2009**

- Billed patient's insurances and assist the pharmacist in filling and inputting prescriptions.
- Called/faxed doctors for patient's refills and took refills over the phone.
- Cashiering and general cleaning duties.
- Floated to different stores to train new employees and help struggling stores.
- Aided in general store operations: set up ads, price changes, aisle revisions and pulled expired products.

**WALGREENS**

**AUG 2004-MAR 2005**

Rogers MN 55374 763-428-5802

**Pharmacy Technician**

- Assisted the pharmacist.
- Called/faxed doctors for refills, input new prescriptions and billed patient's insurance.
- Filled prescriptions and rang up customers.
- Aided in general store operations: set up ads, price changes, aisle revisions and pulled expired products.

**EDUCATION:**

**North Hennepin Community College:** Brooklyn Park, MN — A.S. Business Management (completed fall 2009)

**Osseo Senior High School:** Osseo, MN

**Courses of study:** Technology and Business (classes: Electronics 1 & 2, Technology 2000, HTML, Keyboarding and Business.)