Frances Mae Okafor

Pharmacy Technician · Hospital Dispensary

pharmacy-technician@example.test · Leeds, United Kingdom

Education

Level 3 Diploma in Pharmacy Technician Practice

Newfield Health Training College

2024

Summary

Early-career pharmacy technician supporting a hospital dispensary and ward supply service. Prepares items within approved procedures, documents stock movements and refers discrepancies to the pharmacist. Familiar with expiry review and order reconciliation.

Experience

Pharmacy Technician

Alderwell District Hospital

2024-10 – Present

- Assembled inpatient and discharge prescriptions for pharmacist review. Checked labels against order records and held any item with conflicting instructions.
- Reviewed 238 stock lines with a supervisor during a shelf-by-shelf expiry check. Flagged 14 items for removal or return and reconciled the resulting stock records.
- Worked with the ward supply team to consolidate shortage updates. Reduced duplicate requests logged across four weeks from 19 to 8 after the team adopted a single status list.

Trainee Pharmacy Technician

Westbeck Health Partnership

2022-09 – 2024-09

- Completed supervised dispensary rotations and recorded the checks for each task in a training portfolio.
- Matched receipt quantities and lot information to orders. Referred mismatches to the supervising technician before stock entered dispensing shelves.

Skills

Dispensary support · Expiry management · Stock reconciliation · Ward replenishment

Languages

English