



KYNDRA JIMENEZ

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PROFESSIONAL SUMMARY

Friendly, organized, and personable medical receptionist who ensures a smooth clinical experience for patients and staff.

Dedicated and detail-oriented pharmacy technician with excellent data entry and order management abilities. Clear knowledge of different types of medications, compounds, and IV solutions. Supports clinical staff in caring for patients with acute and chronic concerns.

SKILLS

- Time Management
- Communication
- Leadership
- Multitasking
- Customer focused
- Billing support
- Self-Motivated
- Attention To Detail
- Strong Computer Skills

EXPERIENCE

Pharmacy Technician May 2017 - Current

Phoenix Children's Hospital | Phoenix, AZ

- Provide support to the pharmacist and assist daily in assigned tasks.
- Prepare and distribute medications to patients.
- Using aseptic technique, prepare intravenous preparations including: TPN's pain management injectables (CADDs), IVBP's, and other sterile products.
- Avoided product waste with proper stock rotation procedures.
- Minimized risk and maintained accuracy through consistent adherence to proper medication-handling techniques and industry best practices.
- Restock, inventory, and troubleshoot Omnicell with medications and assist nursing as needed in using Omnicell machine.

Pharmacy Technician November 2013 - February 2019

CVS Pharmacy | Chandler, AZ

- Fill medications accordingly.
- Respond to doctor calls and speak with insurances to help resolve rejections.
- Speak with customers about prescriptions including concerns and checking for compliance.

Swing Manager December 2011 - December 2013

McDonalds | Gilbert, AZ

- Interviewing and training new hires
- Maintained weekly scheduling for servers
- Delegated daily tasks and responsibilities while supervising general business operations.
- Daily cashier balancing.

Receptionist

April 2010 - July 2011

Grant Chiropractic | Chandler, AZ

- Answered phone calls, set appointments, and directed clients before meeting with the physician.
- Greeted patients and helped with instructions
- Filed paperwork and managed inventory.

EDUCATION

Master's in Clinical Mental Health Counseling

Grand Canyon University, Phoenix, AZ

BS of Psychology

May 2021

Arizona State University, Tempe, AZ

Magna Cum Laude

Principles of Health Services

May 2017

Kaiser University, Mesa, AZ

VOLUNTEER

Classroom Volunteer

August 2010 - May 2012

Superstition Springs Elementary | Gilbert, AZ

Helped teachers prepare for lessons and activities by arranging and organizing materials and teaching spaces.

- Improved children's self-esteem and social skills by modeling positive behaviors.
- Oversaw students in non-classroom environments such as field trips and on playgrounds.
- Assist teachers as a classroom helper with preparations of classroom materials.
- Read to students and helped put up bulletin boards.
- Facilitated classroom projects.

Tutor

August 2010 - May 2012

Highland Jr High School | Gilbert, AZ

- Coordinated lesson plans, course materials, and discussion questions prior to each session.
- Worked with students of all ages, offering tutoring assistance in a variety of subjects.
- Taught students how to study more effectively and take better notes.
- Diversified teaching styles to meet each student's learning style.
- Improved student test-taking by practicing required materials and managing expectations.

ADDITIONAL INFORMATION

Certified Pharmacy Technician

