**SARAH**

**SARAH.366019@2freemail.com**

I am an extremely motivated individual who is dedicated to a career in pharmacy. Having worked in community pharmacy from the age of sixteen and carried out my pre-registration training in a busy pharmacy, completing over 20,000 items a month, I feel I have gained invaluable experience in this field. I will be able to use and develop the experience gained and my extensive roles and responsibilities in order to benefit my future employer and help to grow and expand the pharmacy business.

**EDUCATION**

**Manchester School of Languages October 2016 – Present** Qualification – Successfully completed 180 hour TEFL (Teaching English as a Foreign Language) course.

**Main modules studied include-**

* Grammar, Tenses, Language Vocabulary, Phonology, Teaching styles, Writing and Speaking skills, Business English

**Pharmacy, Aston University, Birmingham** **2010 - 2014**

Qualification - MPharm, Degree - 1st

**Main modules studied include-**

* Physiology/Pharmacology, Pharmaceutics, Law and Ethics, Clinical pharmacy, Pharmaceutical microbiology, and immunology

**Sutton Coldfield Grammar School for Girls** **2008 - 2010**

**‘A’ Levels 2010:**

Mathematics (A\*), Chemistry (A), Biology (B), General Studies (B)

**AS 2009:**

ICT(A)

**CTC Kingshurst, Birmingham 2003-2005**

**GCSE’s 2008:**

15 GCSEs at grades A\*-B including Maths (A\*) and English (B)

**EMPLOYMENT/WORK EXPERIENCE**

**Locum Pharmacist with Dudley Taylor Pharmacies August 2015 – October 2015**

* Working effectively as the responsible pharmacist, alongside other members of the pharmacy team, in order to ensure the safe and effective running of the pharmacy.
* Gaining MUR, NMS and repeat dispensing accreditations, and providing these services effectively to patients.
* Currently working on EHC and Minor Ailment accreditations.

**Pre-registration Pharmacist - Southam Pharmacy August 2014 – July 2015**

* Key member of the Pharmacy team working at the company’s busiest branch, completing over 20,000 items a month.
* In charge of the preparation and supply of medication for addicts.
* Responsibility of regularly destroying patient returned controlled drugs and working with the Authorised Witness in order to destroy expired stock of controlled drugs.
* Completing a national audit on patient use of inhalers and inhaler technique.
* Regularly working alongside GPs at the local doctor’s surgery in order to provide patients with the most effective and safest treatments.
* Covering for staff on the counter, and using my knowledge of over the counter medications in order to provide patients with the most appropriate advice.
* Using the Pharmacy Manager system and becoming competent in its use.
* Effectively using the EPS system in order to label and dispense prescription
* Organising the dispensary shelves into a logical order to make the dispensing process easier.

**Saturday job - Craig Croft Pharmacy June 2009 – June 2014**

* Completed a Medicine Counter Assistant course.
* Used the knowledge gained during completion of the course, and during my university studies to sell products and medication to customers and providing them with advice
* Main roles included dispensing and labelling prescriptions, checking the deliveries for dispensary and shop stock off invoices and putting the stock onto the shelves, carrying out date checks on the medicines in the dispensary and on the shop floor as well as making up medicine trays for patients.
* I greatly developed my confidence and communication skills when dealing with patients. I developed my knowledge about how community pharmacies run and about different medications and their uses.

**Volunteer - Coleshill Heath primary school June 2008 for 5 weeks**

* Worked at the reception desk alongside two other receptionists
* Main roles included carrying out computer and office work, communicating with parents and other visitors at the school and stocking the school deliveries
* I enjoyed this experience as I learnt about how businesses run and everything that goes on in the office to ensure the most effective administration of the school.

**Work experience - Bosworth Medical Centre Pharmacy** **June 2007 for 2 weeks**

* Main roles included serving customers on the counter, checking deliveries off invoices and putting them away, observing medication being supplied to drug addicts and producing labels for prescriptions.

**SKILLS**

**Communication skills**

* Giving presentations to other Pharmacy students as part of my degree course and carrying out group work, interacting and engaging with my peers.
* Working in a busy Community Pharmacy has allowed me to develop my communication skills when dealing with customers and providing them with advice.
* Good communication skills are also important when dealing with other members of staff, as this allows tasks to be completed effectively and efficiently and ensures maximal patient satisfaction.

**IT skills**

* Studied AS ICT and during this time created a system for an Arabic school
* Achieved 100% in my ICT exam in my first year at university.
* Working in a community pharmacy, I have gained experience in using software such as ‘Pharmacy Manager’.
* Competent in using the EPS system and helping and advising other pharmacy staff on how to use it

**Organisational skills**

* I balanced part time work with a full time course during university.
* Dispensing classes at university have helped me develop my organisation skills as it is important to have a methodical approach to work
* Working in a busy Community Pharmacy allowed me to develop my organisational skills as it is important to prioritise all the tasks that need to be achieved and be able to use the time you have effectively.

**Team working skills**

* Working as part of a group to produce a presentation during my university studies.
* Discussing with peers a patient’s condition and deciding what the best treatment for them is and creating a care plan.
* Working well as part of a pharmacy team is key to ensure the effective running of the pharmacy. Being able to notice when members of staff may need help with a certain task, or when a task is a priority and one member of staff can’t do it alone is important, as it ultimately leads to better customer service.

**PERSONAL INTERESTS**

I enjoy working on the computer and researching subjects to maximize my knowledge about issues both pharmacy and non-pharmacy related. I have also had keyboard lessons, as I enjoy playing musical instruments and I often practice when I am at home, in my spare time. I am also a fluent Arabic speaker, having attended a supplementary Arabic school for five years and achieving a GCSE grade A in it. I enjoy travelling with family and friends, exploring different parts of the world, as learning about other cultures fascinates me.

**REFEREES**

***References available on request***