

# Sharon Elmtree

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## OBJECTIVE

Seeking employment at the Department of State Health services Procurement Contract Services.

## SKILLS

- COI experience (Certificate of Information)
- Medicaid and Medicare Knowledge
- Knowledge of Microsoft Word, Teams, Excel, and Power point software systems.
- Supervisory experience
- ITEAMS Software (Inventory Tracking and Electronic Asset Management)
- Pyxis System Knowledge
- Pharmaceutical storage awareness
- Pharmaceutical distribution familiarity
- Capable of multitasking
- Highly responsible and reliable
- Needs minimal supervision
- Computer savvy
- Knowledgeable in different pharmacy settings.
- Positive Attitude
- Adapt well to change
- Highly organized
- Can type 40-50 WPM
- Knowledge of OS+, Kronos time editing, Meditech, WASPS, Dose Edge, Medi-Dose Prepacking Software
- Procurement experience
- CAPSS Financial, and CAPPS Financial Reporting (Centralized Accounting and Payroll/Personnel System)

## WORK HISTORY

Finance Coordinator (Program Specialist V) | 2/2021 to Present  
DSHS, Pharmacy Branch - Austin, TX

- Procurement duties
- Enter Requisitions for yearly purchase orders
- Running reports and Query's from CAPPS Financial
- Processing orders on M&D (Morris & Dickson)
- Processing invoices to AP (Account Payable)
- Updating and creating new policies and procedures
- Attending and setting up meetings
- Trouble shooting ITEAMS issues

- Assisting in the ITEAMS UAT testing and replacement
- On boarding new hires
- Interview potential employees
- Employee evaluations
- Assisted manager in employee disciplinary when necessary
- Cover Team leads when out of the office
- Dropped orders in ITEAMS
- Assist the manager with program budgets
- Oversee inventory in warehouse
- Assisted in procurement through M&D
- Communicating through email with program managers about any issues.
- Sending Call Tags from FedEx to pharmacies sending back medications.
- Filling Orders
- Receiving Stock into the ITEAMS system
- Conducting Monthly and annual inventory
- Adding new products into ITEAMS
- Processing returned medications in ITEAMS
- Documenting returned medications in Excel

#### PROGRAM SPECIALIST I | 8/2020 to 2/2021

HHSC, Texas Vendor Drug Program - Austin, TX

- Processing COI's (Certificate of Information) submitted by drug manufacturers
- Documenting COI's in an Excel Spreadsheet
- Scheduling meetings between pharmacists and drug manufacturers
- Responding to emails through Microsoft Windows 10
- Monitoring 3 separate email inboxes and responding accordingly
- Send off Approval and Denial letters to drug manufacturers
- DUR Board Meeting Preparations
- Post DUR Board Meeting Preparations
- Document Written and Public Testimonies for DURB meeting
- Attend Meetings and Conference Calls
- Assisted in New Pharmacy Enrollment & Revalidations
- Reserving Room for Board meetings
- Sending off Final Agenda to Print shop for DUR Board Meetings
- Answer Phone calls
- Printing and Filing

PHARMACY TECHNICIAN OPERATIONAL SUPERVISOR | 12/2010 to 7/2020  
South Austin Medical Center - Austin, TX

- Kronos Time Editing
- Scheduling for Technicians
- Supervised 28 Pharmacy Technicians
- Reconciling Orders received on ABC Website
- Annual employee evaluations
- Conducts 30-day, 90-day, and 6-month rounding's with new hires
- Process Pyxis interface errors on Meditech
- Daily Charges and reconciliations
- Interviewing potential new hires
- Lead Technician during the implementation from Med Station 4000 to Pyxis ES System
- Assisted in the initial implementation of Pyxis from Accudose in 2013
- Process and enter eSAF's for new hires for Pyxis access
- Organizing training schedules for students and new hires
- Currently the preceptor for Pharmacy Technician students
- IV Sterile Preparation
- Chemotherapy Preparation
- Non-Sterile Compounding
- Medication Delivery
- Pyxis refills
- Answering phones and processing medication requests
- Loading and unloading medications from Pyxis
- Assist pharmacy buyer in managing inventory in Pyxis
- Trouble shoot any Pyxis issues
- Assist nursing with adding new hires to Pyxis

SECONDARY INSTRUCTOR | 12/2016 to 12/2017  
Austin Community College District - Austin, TX

- Created new student folder for IV SCAT course
- Assisted instructor with demonstrations
- Worked one on one with students during labs
- Labeled mock meds for Lab use

- Set up demonstrations for labs
- Restocked lab materials and cleaned up after labs

WAITRESS | 02/2004 to 12/2010

Vinny's Italian Cafe - Austin, TX

- Waited tables
- Bartended
- Hosted

## EDUCATION

Austin Community College - Austin, TX

Associates in Applied Science, 2021-2023

Austin Community College - Austin, TX

Pharmacy Technician Certificate, 2008-2010

Winnetonka High School - Kansas City, MO

High School Diploma, 1999-2002

## CERTIFICATIONS AND AWARDS

- TSBP
- PCTB
- ACPE
- Completed Leadership Academy at the St. David's Institute for Learning
- Completed Peer Interviewer course at the St. David's Institute for Learning
- St. David's ICARE Winner June 2013
- St. David's Employee of the Month in 2011
- Student Preceptor

## REFERENCES

- Dexter Xxxxx, IT Liaison Community Health Improvement Division Texas Department of State Health Services, 512-000-0000
- Exxxx Wxxxxx, Medical Affairs Executive Director (Inland TX/AR/OK) Genentech, 512-000-0000
- Jxxxx HXxxxxx, Dxls Pharmacy Branch Manager, 512-000-0000