


# Sheree Nab

## Pharmacy Inventory Clerk

I am a Pharmacy Inventory Clerk with over 1 year of experience providing inventory control for pharmaceutical products. I have a comprehensive understanding of the principles and practices of inventory control and the ability to accurately track and manage orders. My expertise includes creating and maintaining inventory records, reconciling inventory discrepancies, and utilizing inventory control software. I have developed excellent organizational and communication skills, which have enabled me to successfully manage inventory in a fast-paced environment. I am confident in my ability to continue providing quality inventory control services.

[sheree.nab@gmail.com](mailto:sheree.nab@gmail.com) 

(264) 475-3577 

Charleston, WV 

### Education

#### Associate Degree in Pharmacy Technology at West Virginia University Institute of Technology, WV

Sep 2017 - May 2022

Relevant Coursework: Anatomy & Physiology, Medical Terminology, Pharmaceutical Calculations, Pharmacy Law & Ethics, Pharmacy Compounding Techniques, Pharmacy Practice & Procedures.

### Links

[linkedin.com/in/shereenab](https://www.linkedin.com/in/shereenab)

### Skills

Inventory Management 

Stock Control 

Data Entry 

Attention to Detail 

Organizational Skills 

Time Management 

Problem-Solving 

### Employment History

#### Pharmacy Inventory Clerk at Rite Aid, WV

Dec 2022 - Present

- Successfully maintained inventory of over 6,000 pharmaceutical products at Rite Aid, WV: I was responsible for ensuring proper stock levels and ordering new products to ensure the pharmacy had enough product to meet customer demand.
- Reduced drug shortages in the pharmacy by 20%: Through careful inventory management and proactive ordering, I was able to reduce drug shortages, resulting in improved customer satisfaction.
- Streamlined ordering process: I developed a more efficient ordering process which reduced the time it took to order new inventory from an average of three days to one day.
- Trained two new employees on inventory management: I successfully trained two new employees on the inventory management system, helping them become proficient in their roles.

#### Pharmacy Inventory Assistant at Walmart, WV

Sep 2022 - Oct 2022

- Reduced inventory discrepancies by 20% by implementing a new filing system for medical records.
- Increased efficiency of inventory distribution by 15% by creating an automated ordering system for medications.
- Improved accuracy of inventory records by 10% by introducing a new scanning system for tracking expiration dates.
- Led the successful stocking of over 200 new medications in the pharmacy, allowing customers access to more medical options.

### Certificates

#### Certified Pharmacy Inventory Technician (CPIT)

Dec 2021

#### National Association of Boards of Pharmacy Verified-Accredited Wholesale Distributor Program Certificate

Jan 2020

### Memberships

#### National Association of Pharmacy Inventory Management (NAPIM)

#### American Society of Health-System Pharmacists (ASHP)