

Jasmin M. Pita

Position(s) Applied For: Pharmacy Assistant
(For Hospitals, Pharmacies and Drugstores)

PERSONAL DATA

Address: Buckingham Hills Subdivision, Buli, Taal, Batangas, Philippines, 4208

Email Address: jasmin.pita77@gmail.com; **Cell Phone No:** +639275564808 (Call & WhatsApp)

Education: Pharmacy Assistant

Nationality/Age/Gender: Filipino/44 years old/Female

WORK HISTORY

Position : Pharmacy Assistant @ Dr. Mario Bejasa General Hospital in Bauan, Batangas
Period : April 1998 to December 2007

Position : Caregiver of my Owned Father with Dementia
Period : March 2010 to May 2019

Position : Pharmacy Assistant and Purchasing Officer @ RA Drugstore in San Nicolas, Batangas
Period : April 1998 to December 2007

Duties and Responsibilities as Pharmacy Assistant

- Assist Licensed Pharmacist with the preparation and distribution of prescription medications.
- Helps fill orders for px and ensures that they are delivered to the right units.
- Helps the Pharmacist ensure that the pharmacy has the right amount of stock to meet patients' needs.
- Compound solutions, suspensions, creams, ointments, elixirs, capsules, tablets and package and label dose of compounded medicines.
- Help fill prescription orders written by physicians in a hospital, verify orders, count out the correct numbers and labeled completed orders.
- Receives delivery from the supplier, stocks the shelves and verifies the amount of product in the package matches the amount of product order.
- Perform inventory counts on regular basis. Determine if the hospital pharmacy has the right number of drugs on hand.
- Regulates first in first out to avoid expiry medicine and supplies.
- Perform clerical duties, answer telephone calls, provide customer service for Physicians nurses and other hospital staff.
- Technicians may also have to fill out requisition forms or complete other paper works if needed. Also work in Hospital Billing Department and Government Philhealth Screener.

Duties and Responsibilities as Caregiver of my Owned Father

- Help my father get dressed, take a shower, and groomed.
- Handle toileting.
- Administer his medications according to prescribed schedule.
- Transfer him out of bed/chair, perform medical interventions such as wound treatment, breathing treatments, and teaching him simple mobility exercise.
- Take and record his blood pressure regularly.
- Cook and serve him nutritious meals, assist him in eating and drinking.
- Ensure that he is well feed and hydrated.
- Ensure sanitation and cleanliness of his bedroom and toilet.

- Arrange medical appointments, bring him to doctor, sit in during appointments, monitor medications. Talk with doctors, nurses, and others to understand what needs to be done during critical situations.

Special Skills:

Farming and Gardening

My parents were both farmers back then. Farming was our means of livelihood, and as their daughter, I help them in farming activities and learnt basic techniques and methods in planting of rice and vegetables, cultivation of soil, irrigation, applying fertilizers and pesticides, and harvesting. I also acquired experience in raising and tending livestock such as cows, goats and pigs. We also had successes in raising free range chicken and ducks.

Pet Caregiving

Having a 13 years old chow chow, a 5 years old ragdoll cat, 6 years old sun conure parrot and a couple of 2 years old bunnies, I have been doing all the chores below all these years.

- Feed and give water to animals
- Clean equipment and the living spaces of animals
- Monitor animals and record information such as their diet, physical condition, and behavior
- Examine animals for signs of illness or injury
- Exercise animals
- Bathe animals, trim nails, clip hair, and attend to other grooming needs
- Train animals to obey and listen to commands