

# Krystal Joseph-Thompson

**Pharmacy Technician | Certified Immunizer | Educator | Administrative Professional**

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## Professional Profile

Dedicated and detail-oriented professional with experience spanning pharmacy operations, customer care, education, administration, inventory management, and creative design. Recognized for strong organizational abilities, excellent communication skills, and a commitment to delivering exceptional service in fast-paced environments.

Currently serving as a Pharmacy Technician and Certified Immunizer at CVS Pharmacy, supporting patients with prescription processing, medication preparation, customer service, and immunization support while maintaining compliance with healthcare and safety standards.

Experienced in administrative support, classroom management, data management, inventory analysis, and customer-focused operations. Adept at multitasking, problem-solving, and maintaining professionalism in high-responsibility environments.

## Core Competencies

- Pharmacy Operations & Prescription Support
- Certified Immunization Support

- Customer Service Excellence
- Data Entry & Data Management
- Inventory Management
- Administrative & Office Support
- Microsoft Office Suite
- Classroom Management
- Report Preparation & Documentation
- Organizational & Analytical Skills
- Communication & Team Collaboration
- Graphic Design & Branding

## Professional Experience

### CVS Pharmacy

#### Pharmacy Technician & Certified Immunizer

##### *Current Position*

- Assists pharmacists with prescription preparation and pharmacy workflow operations.
- Provides excellent customer service while supporting patients with prescription and healthcare needs.
- Supports immunization services while maintaining patient safety and confidentiality.
- Processes insurance information and assists with resolving prescription-related concerns.
- Maintains compliance with pharmacy regulations, company procedures, and healthcare standards.
- Demonstrates accuracy, professionalism, and efficiency in a fast-paced pharmacy environment.

# The Weston School Early Childhood Education

## Teacher

**October 2024 – Present**

- Teaching and managing a classroom of 19 students aged 3 years old.
- Preparing monthly observation reports and student evaluations.
- Supporting child development through structured learning activities.
- Maintaining classroom organization and positive learning environments.

## Designs By UZ

### Graphic Designer / Seamstress

**2016 – 2024**

- Managed administrative operations including invoicing, inventory control, bookkeeping, and deliveries.
- Designed logos, flyers, advertisements, posters, and branding materials.
- Produced branded products including apparel, cups, bags, books, and promotional materials.
- Coordinated production timelines and customer orders.

## Peake Trading LTD.

### Inventory Analyst / Data Entry Clerk

**2016 – 2019**

- Generated daily and monthly inventory reports.
- Managed cycle counts and analyzed inventory discrepancies.
- Maintained and updated the company's online store.
- Processed purchase orders and inventory adjustments.

- Assisted with health and safety compliance documentation.
- Supported company policy and procedure projects.

## **Belmont Wesleyan Holiness Pre-school**

### **Director / Teacher**

**2014 – 2016**

- Managed school operations for 86 students and 5 teachers.
- Oversaw lesson planning, staff coordination, and administrative functions.
- Taught multiple academic subjects including Math, Science, Language, and Computer Literacy.
- Conducted meetings, planned school events, and maintained school records.

## **Tommy's Electrical**

### **Administrative Personnel**

**Part-Time | 11 Years**

- Managed office procedures and administrative workflows.
- Processed payroll, invoices, estimates, and financial data entry.
- Coordinated communications and documentation.
- Maintained organized filing and record systems.

# Education & Certifications

## Education

### St. Joseph's Convent

- CXC Examinations: Mathematics, English, Principles of Business, Social Studies, Art
- GCE Examination: Human and Social Biology

## Professional Certifications

### Alison Advance Learning (Ireland, Online)

- Certificate in Introduction to IT
- Diploma in Social Work Studies
- Diploma in Teaching Skills for Education
- Diploma in ISO Management System Audit Techniques and Best Practices
- Diploma in Development and Education in Early Childhood

### Additional Certifications

- Certificate in Microsoft Excel Intermediate Course
- Certificate in Photography
- Certificate in Inventory Management
- Basic Computer Knowledge of Software and Hardware

### Licenses

- Pharmacy Technician
- Certified Immunizer

## Technical Skills

- Microsoft Word
- Microsoft Excel
- Microsoft Outlook
- Microsoft PowerPoint
- Microsoft Publisher
- Data Entry Systems
- Filing & Archiving Systems
- Inventory Tracking
- Graphic Design Software
- Administrative Reporting

## Personal Strengths

- Strong attention to detail
- Excellent communication skills
- Ability to multitask effectively
- Reliable and dependable
- Strong organizational abilities
- Creative problem solver
- Works well independently and within teams
- Adaptable in fast-paced environments

## Professional Mission

To contribute my healthcare, administrative, educational, and customer service expertise within organizations that value professionalism, growth, and excellence while continuing to expand my skills and make a positive impact in every role I serve.

