




# SHIELA RAMOS


Pharmacy Assistant

## Profile

A highly motivated senior sales associate with a decade of experience in retail and three years experience in health and wellness. Supplement sales representative with extensive knowledge to health, vitamin and sports nutrition industries. Demonstrated ability to build customer loyalty and satisfaction by providing accurate product and service information.

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## Education

### Cruiseship Management

Philippine School for Maritime and Medical Access  
2013-2015

## Expertise

- Customer Relationship Management
- Pharmaceutical Retail Sales
- Health Insurance Processing
- Retail Software Skills
- Visual Merchandising
- Excellent Product Knowledge

## Language

English

## Work Experience

2020 – Present

### Life Pharmacy LLC

Pharmacy Assistant

- Recommend and help patient select supplements based on their needs.
- Serves customers by selling pharmaceutical products and meeting customer satisfaction.
- Update and maintain accurate patient files with current insurance information.
- Obtain pre-authorizations for medical procedures as required by insurance providers.
- Kept documentation and records accurate and up-to-date with latest data to prevent errors in processing or delivery.

2018 – 2020

### Brands for less LLC

Cashier cum Sales Assistant

- Demonstrated excellent customer service while providing fast and friendly checkout service.
- Maintaining outstanding store condition and visual merchandising standards
- processing and receiving payments in retail-based establishments.

2015 – 2017

### Watsons Personal Care

Pharmacy Assistant/ Sales Associate

- Recommend and display items that match customer needs
- Accurately describe product features and benefits
- Ensure high levels of customer satisfaction through excellent sales service