|  |
| --- |
|  |
|  |  |  |  |  |
|  Tabitha litchfield Associate BACK-END manager, cpht |
|  |
|  |
| CONTACTPhone icon 843-809-2377Email icon tabitha.litchfield@icloud.com | PROFILECurrently working as the Associate Back End Manager of Omnicare, a CVS Company. This position maintains all inventory, manages technicians, and ensures that medication is filled and prepared for shipping by shipping cut off times. Previously worked as a Certified Store Manager, CPhT. I started with the company in 2006 as a photo technician. Pushed for my development and went from photo to pharmacy. In around two years of pharmacy became a Senior State Certified Technician. Worked in that role for almost 7 years and went to run a contract the company had with Trident Health Systems. Bridged the gap between Walgreens and Trident to offer bedside delivery medications to patients being discharged. After running the program for around 2 years, I moved into management as a Shift Lead. From there I became an Assistant Store Manager trainee, then became an Assistant Store Manager. After working 6 months as an Assistant Store Manager, I was promoted to a Tier 4 Store Manager. I have done numerous special assignments and tasks. Some of them being I presented a project on Pharmacy Salvage and Pharmacy Chargebacks to raise awareness on profit loss. When Covid immunizations became available I developed and implemented a plan to disperse vaccine throughout area stores on a weekly basis. We have used this plan up until last month since inventory has changed. I also kept track of vaccine inventory for Area 105, The Carolinas, for Walgreens. I helped plan and execute LTCF immunization clinics throughout the area. During my 4 years of Store Management, I have trained and had two Emerging Managers promoted to their own store. I believe in working alongside your team to achieve goals and training your leadership team to be able to do the same thing in your absence. Nothing in life is handed to you, you must push for your own development and grow into the person you desire to be. Within my current position and my time as Store Manager, my passion was to increase revenue by ensuring that we maintained accurate inventory levels to decrease salvage waste of expiring items, to ensure the team was trained properly to decrease loss of assets, to ensure the team was trained properly to prevent the need to go over budget to ensure the business ran, and to ensure all proper planning was in place to ensure we completed the job without adding unnecessary expenses. I fully believe in utilizing reporting and analyzing situations to prevent unnecessary waste or time and profit. The company we build today will be the future of tomorrow. Without proper planning, analyzing, and execution, the company we have today could easily close tomorrow if we are not ensuring mindful use of what we have. |
| SKILLS* Inventory control
* assessment of kpi and building a plan to meet specific numbers
* customer service
* pharmacy inventory
* pharmacy workflow
* profit loss
* state certified techncian
* analyzing data to create plan of actions to increase revenue
 | EXPERIENCEOmnicare, a CVS Company2023-Present* Supervises technicians on a daily basis to ensure compliance with company and South Carolina Board of Pharmacy policy and procedure.
* Maintains inventory levels of all medications to ensure that we are able to complete incoming orders
* Maintains all salvage returns and facility returns
* Ensure compliance with Hazardous Waste
* Makes hiring decisions and onboarding of new technicians
* Promotes a team environment to ensure that we accomplish the job by the deadlines on a daily basis
* In charge of scheduling and ensuring that the appropriate staff is in place to complete the job
* Ensure technicians are trained properly within all areas of the back end
* Handles all reports on a weekly basis which include Excess days on hand, Non-productive reporting, BOH files, Scorecard, KPI’s – Utilizing these reports to make plan of actions if necessary to improve and to celebrate wins
* Analyzes the data given to find ways to save money and increase revenue
* Orders all supplies and expense and ensures we have all necessary items

Walgreens2006-2023* Supervises operation of the store and pharmacy, including opening/closing/changing shifts, task delegation and scheduling team members.
* Supervises the control of the store money incoming and outgoing
* Supervises merchandising by planning and implementing sets and resets and revisions
* Analyzes inventory trends and supervises inventory management, including ordering items, keeping stock, and liquidating stock and leveraging company resources to avoid outs and overstock.
* Ensures execution of District Manager operational feedback.
* Implements store organization through proper hiring and placement, scheduling of work assignments and delegation.
* Manages operations of assigned location including strict compliance with any and all applicable laws and regulations, including but not limited to the sale of alcohol, tobacco, fresh food, and pharmacy products.
* Ensures staff has working knowledge of all computer and technology systems and software
* Complies with all company policies and procedures; maintains respectful relationships with coworkers.
* Analyzes financial and performance data; develops action plans to increase sales and control costs.
* Reviews KPIs daily and prepare to discuss with district management.
* Reviews and analyzes asset protection data and develops and implements action plans to reduce loss.
* Analyzes pharmacy performance indicators and works with the pharmacy manager to enhance the performance of the pharmacy, ensuring support during busy periods, including serving as a pharmacy technician, when necessary and allowed by law.
* Manages team member performance by assigning responsibilities, setting goals and expectations, observing performance, providing feedback and giving recognition. Manages employee career progression.
* Makes hiring, promotion and termination decisions.
* Addresses issues and disciplines store team members, engages with Employee Relations and Human Resources as appropriate.
* Promotes teamwork and motivates team members by establishing expectations, tracking results, showing enthusiasm and sharing vision.
* Ensures compliance with all corporate policies, applicable employment laws, and is consistently fair in the treatment of all team members
* Communicates regularly with team members through one-on-one discussions, group meetings, soliciting input, answering questions, and ensuring communication is open between management and non-management team members.
 |
| EDUCATIONTrident Technical College-PresentTwo credits away from an associate degree in Human ResourcesTimberland High School2001-2005High School Diploma |