

# Cynthia Salas, CPhT

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**Objective** To work in a setting that enables me to be part of a stable staff and elected officials that works well as a team.

**Experience** 11/2014 – present Big Bend Regional Hospital District, Alpine, TX

**Administrative Secretary**

- Purchaser for all supplies and office equipment
- Schedules meetings for board meetings and committee sessions
- Work on Invoices
- Elections
- Set up Agenda
- File Agenda
- Public Information Request
- Post items in newspapers
- Gathering information for in house meetings, board meetings, PIA
- Record Management
- Prepare board room for meetings

5/2014 – Present

**Alpine City Council, Representing Ward 2**

Elected in May 2014 to represent the residents of Ward 2 on the Alpine City Council. As a result of the last three years, I have intimate knowledge of how the City Council works and the important role the City Secretary plays in supporting the City Council, City Manager, City Boards and Commissions, and city staff. Preparing and posting notice of council meetings, keeping minutes of the council meetings, recording and documenting all city council ordinances and resolutions, managing and retaining city documents, maintaining responsibility for the city Seal, managing city elections, understanding and complying with Texas and Alpine law, and being the voice to ensure compliance are key roles that the City Secretary fulfills. I have taken election management training and am certified to conduct elections for Alpine.

5/2005 – 11/2014 City Drug Store, Alpine, TX

**Registered Pharmacy Technician**

- Prescription Data Entry
- Filling prescriptions
- Inventory control and ordering
- Filing prescriptions

09/1997 – 5/2005 Big Bend Regional Medical Center, Alpine, TX

**Registered Pharmacy Technician**

- Order entry, billing, MAR preparation
- Distribution, including medication carts, automated dispensing units
- Sterile product preparation
- Inventory control and ordering
- Performance Improvement participation, controlled substance audits
- Hospital Safety Committee member
- Medication Variance Committee member

- Policy & Procedure Committee member
- Employee Activity Committee member
- Pharmacy System Administrator for HMS and Pyxis® including monitoring and resetting interfaces as necessary.
- Orientation to new pharmacy and nursing personnel
- On call
- Assisting director in preparation for JCAHO March 2007
- Assisted in maintaining the Policy & Procedure
- Assisted with making IV room USP chapter 797 compliant
- Supervisor: Dale Dyda 432-837-0272

09/1991 – 09/1997 Midland Memorial Hospital, Midland, TX

**Certified Pharmacy Technician**

- Cart Fill
- IV admixture, TPN, Chemo therapy admixture
- Prepackaging, narcotic distribution, ADU restock,
- Supervisor: Neezbat Khan 432-685-0580

**Education and Training**

2016	Deputized to register voters
1991 – 2004	Big Bend Regional Medical Center, Alpine, TX CPR certification, Registered Pharmacy Technician Certification,
07/1999	National Pharmacy Technician Certification Board Certified Pharmacy Technician
2000	Big Bend Regional Medical Center, Alpine, TX Texas Pharmacy Association Pharmacy Technician Training Instructor assistant
1979	Alpine High School, Alpine, TX

**Interests**

Swimming, bicycling, walking, ceramics, gardening, reading

**Personal References:**

Danny Akers, RPh	806-790-9560
Emily Alexander, PharmD	432-386-6111
Dr. Audie Coggins	432-294-0682

**Organizations**

Alpine Public Library Board of Directors  
TERRI Nursing Home Board of Directors  
Ambassadors