

## PHLEBOTOMIST

### Professional Summary

Reliable and highly accurate Phlebotomist Preceptor focused on quality completion of all lab procedures under tight deadlines. Works well under pressure.

### Skills

- Phlebotomy knowledge
- HIPPA compliance
- Data and statistical analysis
- Blood bank background
- CLIA & OSHA compliance
- Sharp critical thinker
- Manual dexterity
- Lab testing and reporting
- Lab equipment maintenance
- Trained in HIPPA compliance

### Work History

Phlebotomist , 04/2013 to Current

Company Name " City , State

- Performs aseptic venipuncture procedures to obtain venous and capillary blood samples for analysis in order to obtain data, which may be used in diagnosis, monitoring and treatment of disease.
- Performs a variety of secretarial, receptionist and clerical duties to provide support.
- Perform microbiology duties rapid strep, HCG, RSV's, mono screening test.
- Responsible for receiving, inspecting, storing and transferring clinical specimens.
- Work on-call as assigned and maintain the integrity of lab samples as per policy.
- Prepared specimens for analysis and established proper chronological priorities in testing.
- Quickly responded to and resolved all customer service issues in a timely manner.
- Managed specimen sample handling, receiving, storage and inventory.

Phlebotomist , 01/2011 to 03/2013

Company Name " City , State

- Responsible for accurately obtaining blood samples via venipuncture and capillary collection procedures with minimum customer discomfort.
- Perform blood collections during morning rounds and in outpatient setting as well Provides care to patients whose ages range from infant to geriatric.
- Ensures specimen integrity by adhering to the laboratory's procedures for specimen collection, handling, and processing.
- Quickly responded to and resolved all customer service issues in a timely manner.
- Performed both routine and emergency maintenance on laboratory instruments.
- Carefully reviewed test results for accuracy.
- Identified abnormal test results and referred them to the Clinical Laboratory Scientist for further review.
- Prepared specimens for analysis and established proper chronological priorities in testing.

Phlebotomist/mobile , 01/2009 to 07/2012

Company Name " City , State

- Preceptor for new technicians performs phlebotomy at various Nursing homes and medical facility.
- Performed aseptic venipuncture procedures to obtain venous and capillary blood samples for analysis in order to obtain data, which may be used in diagnosis, monitoring and treatment of disease.
- Performed a variety of secretarial, receptionist and clerical duties to provide support for and assistance to laboratory personnel in the management of the laboratory and in the diagnosis, monitoring and treatment of disease.

Phlebotomist Specialist , 09/2005 to 09/2008

Company Name " City , State

- Performed in-outpatient phlebotomy and micro-plating.
- Registered patients for medical procedures, into hospital EHR systems.
- Performed various lab assistant duties.

Administrative Assistant , 01/2005 to 01/2008

Company Name " City , State

- Processed loan applications assist clients with their requirements to obtain loans Performed various administrative duties , Verified employment for credit applications Processed payroll for staff ,answer payroll questions, explain benefits, and insurance processing Develops administrative staff by providing information, educational opportunities, and experiential growth opportunities.
- Resolves administrative problems by coordinating preparation of reports, analyzing data, and identifying solutions.
- Maintains professional and technical knowledge by attending educational workshops; reviewing.

Donor Collection Assistant , 05/2001 to 06/2005

Company Name " City , State

- Certified MCS+ Automated Blood Collection Tech.

- Performed venipuncture on donors and medical screening.
- Professionally provided excellent customer service.
- Prepared specimens for analysis and established proper chronological priorities in testing.
- Properly calibrated and adjusted malfunctioning equipment to ensure precise test results.
- Performed diagnostic and therapeutic laboratory procedures.

#### Education

MBA : Healthcare Administration Management Healthcare Administration , Current

American InterContinental University - City , State

Healthcare Administration Management Healthcare Administration

#### Skills

administrative, approach, AS400, benefits, clerical, Computer literate, credit, clients, excellent customer service, diagnosis, insurance, Excel, Outlook, PowerPoint, Windows Applications, Microsoft Word, Nursing, organizational, payroll, personnel, phlebotomy, policies, problem solving, problem-solving skills, quality assurance, quality control, receiving, receptionist, safety, secretarial, workshops