

# Jessica Claire

📍 Montgomery Street, San Francisco, CA 94105 ☎ (555) 432-1000 📧 resumesample@example.com

## PROFESSIONAL SUMMARY

- To obtain a position where my experience and education will play a professional role in furthering, and bettering mine, and the Company's/Agency's goals.

## SKILLS

- Laboratory testing techniques
- Utilized during testing processes.
- Level 2 non-commissioned
- Welder helper
- Bilingual
- CPR & AED Certified Registered Pharmacy
- Pharmacy Technician Trainee Certified
- Process Server Certified
- Self Motivated Team Liaison
- Strong Verbal Communication Office Automation
- Ten-Key Calculator Fax/Copy/Printer/Scanner
- Machine Computer (Web Browse, Microsoft XP, Windows XP, Microsoft Word, Microsoft Excel, Microsoft PowerPoint)

## WORK HISTORY

### DRUG TESTING TECH

05/2019 to CURRENT

#### Sysco | Hot Springs, AR

- Candidates must be able to perform all of the following functions
- Operates the front desk in a friendly and efficient manner.
- Coordinates all aspects of new client file set-up using outlined protocols to include client verification, initial data entry, reviews program procedures and collects client acknowledgments.
- Ensures client understanding of the program and proper completion and entry of referral documents.
- Ensures client's compliance with program by conducting alcohol and drug screenings. Uses defined protocols for check-in by verifying identification, posting service fee and collecting payment or voucher.
- Administers drug and alcohol testing as determined by the client's program. Tests may include alcohol breathalyzers, supervision and collection of same sex urine samples, oral swabs and/or hair follicle collection using strict adherence to collection and chain of custody protocol.
- Collects client payment for services based on program requirements. Posts fees to client's account and collects payment or voucher at time of service when required. Ensures all payments are properly recorded by type and amount. Follows protocol and refers client to office manager if client is unable to make payment.
- Creates complete and accurate documentation of client office visits to ensure timely communication with parole, probation and court officers. Updates client files to report failures to appear, inability to provide collection for alcohol or drug testing, and/or failure to comply with program requirements.
- Assists with data collection from electric home monitoring equipment. Completes check in for client and downloads data into software for tracking.
- Creates and maintains electronic files in an organized manner; maintains confidentiality and security of records.
- Follows cash collection policy, ensures accountability for all payments received and creates a balance daily to identify and correct discrepancies. May be required to complete the daily
- Other duties as assigned

### LAO AIDE/COURIER

06/2018 to 03/2019

#### Lifespan Corporation | East Greenwich, RI

- Assist histology tech by assisting with gross description of the tissues removed at surgery or on site. Also send out blocks for further studies, clean out process server, stainer and other machines used in psychology and for cytology and also do the cytology samples.
- Drive to different locations to pick specimens.
- Knowledge of the practice's policies and procedures. Knowledge of medical terminology. Knowledge of grammar, spelling, and punctuation for effective communication. Knowledge of computer programs and applications.
- Skill in using office equipment and in handling paperwork and filing adequately. Skill in handling incoming phone calls and triaging appropriately. Skill in written and verbal communication. Skill in gathering, interpreting, and reporting insurance information.
- Ability to work effectively as a team member with physicians and other staff. Ability to sort and file materials correctly by alphabetic or numeric systems. Ability to interpret and understand insurance benefits and reimbursement. Ability to flexibly respond to changing demands. Ability to organize and prioritize tasks effectively. Ability to work with little supervision.

### MERCHANDISER

09/2016 to 06/2018

#### Mondelez International | City, STATE

- Completed and arranged in-store displays to showcase available products.
- Prepared interesting and innovative visual displays to grab customer interest and promote sales.
- Sales Service Representative (Merchandiser) is to build a world-class Direct Store Delivery (DSD) business at the retail level by fulfilling the merchandising needs of our grocery-related customers.
- As a Merchandiser for our company you are primarily, though not exclusively, merchandising Nabisco specific brands. Areas of focus will include full-shelf conditions, neatly-merchandised displays and shelves, building display point-of-sale in all areas of the store, properly-rotated product on the shelf, and accurate price tags / point-of-sale in all departments

### PATIENT TRANSPORTER

05/2013 to 02/2015

#### Sierra Providence East Medical Center | City, STATE

- Transport In-House Patients to and from their Procedures/Exams. When transporting the patient, I make sure that their IV is hep-locked, and if the patient is using (O2) Oxygen, I make sure that the patient has an (O2) Oxygen tank available at the time of the transport.
- If the patient is being transported to a Procedure/Exam away from their Unit, I notify the Nurse that the patient is being transported to a Procedure/Exam.
- While transporting the patient back to their Unit from the Procedure/Exam, I notify the Nurse that the patient is back in their room. When In-House Patients are being discharged from the Hospital, I transport the patient to Admissions. When the patient is cleared from Admissions, I transport the patient to their vehicle and make sure they leave in a safely manner.
- Wiped down equipment with proper cleaning products after each patient transport to reduce instances of infection.

## EDUCATION

### High School Diploma

02/2009

#### New Horizons Home School, El Paso, TX