

Jessica Claire

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

PROFESSIONAL SUMMARY Detail-oriented, newly certified [CPC DATIA] with extensive knowledge of DOT 49 CFR Part 40 rules and regulations. Familiar with preparing specimens, reporting data and calibrating equipment.

LICENSES BAT 49 CFR PART 40 Completed Certification November 2013
CPC 49 CFR PART 40 Completed Certification October 2013
DATIA CPC Completed February 2014

SKILL HIGHLIGHTS

- Own the ALCO SENSOR IV which is calibrated every month. Also have fax machine which is used to inform MRO and Labs and have my own scanner to import information for email if necessary

PROFESSIONAL EXPERIENCE

DRUG TESTING TECHNICIAN 10/2013 to CURRENT
EDPM | STATE
Schedule and perform drug test consisting of collecting urine specimens, including instant test as well as lab specimens. Accurately record and report test results to the MRO. Calibrate the ALCO SENSOR.

EDUCATION AND TRAINING

Associate of Arts | Excel Windows 10 2011
Illinois Valley Community College, Ottawa, IL

High School Diploma | General 1978
Pontiac Township High School, Pontiac

COMMUNITY SERVICE

- Have volunteered for numerous Special Olympic Track and Field events
- Volunteer for Red Cross