

## Christine Adams

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## Work Experience

November 2014 - May 2020

*New York Blood Center (Philadelphia Location) - Lead Depot Technician*

- Preparing, reviewing and filing all paperwork/reports accordingly.
- Physically sorting, rotating and maintaining blood, plasma and platelets product.
- Scanning and packing of blood products in a timely manner to be shipped to hospitals.
- Monitor ISENSIX alarm system on refrigerators, agitators and freezers daily.
- Responding to customer enquires in person, via email or telephone in a professional manner.
- Lead trainer for all employees hired.
- Manage and supervise employees at the Blood Center in absent of supervisor.
- Performed clerical tasks for hospital services: answering multi-line phones, data entry, email notifications, hospital order requests, specialty products ( antigen negatives or pediatric orders).

February 2013 - October 2014

*Buxmont Transportation Willow Grove, Pa. - Driver /Operator*

- Transport seniors and disabled children to and from their destination.
- Pre-inspect vehicle for safety before and after using daily.
- Make sure all passengers are safe and following rules and regulations.
- Handle cash transactions daily and turn in cash report at end of shift.

November 2011 - April 2012

VA Medical Center 3900 Woodland Avenue Philadelphia, Pa. - Unit Clerk

- Perform clerical and receptionist duties at front desk on unit floor.

- Scan and index patient records in EMR.
- Order supplies for entire hospital floor.
- Answer multi-line phones and use all office equipment.
- Keep nurses station and patient board sanitized and organized.
- File, retrieve and create patient charts.
- Schedule appointments, cancel appointments and verify physicians order.
- Transport blood and specimen to lab (STAT ).

June 1983 - January 2010

Visteon Corporation (Ford Electronics) Worcester , Pa. 19446 - Assembler Specialist IV

- Assembled electronic and automotive components for assembly plant.
- Trainer evaluator for numerous jobs.
- Quality control inspector to ensure all products was 100% before shipped to customers.
- Worked in shipping and receiving warehouse operating powered hand trucks.
- Work team leader for 10 or 12 co-workers ( making agenda for meetings and resolving issues).
- Operated machinery such as wirebonding, bracket machines, routers and in-circuit testers.
- Inventory supply clerk in a warehouse keeping track of all supplies stored in computerized system.

## Education

September 2010 - January 2012

*Lincoln Technical Institute Philadelphia , Pa. - Associate Degree*

Medical Assistant

Sterile Concepts Technology LLC

Philadelphia, Pa Certificate Of Completion May 2012

Learned concepts , protocols and basic instrumentation applicable to CSS training.

## Skills

Office Skills , data entry , typing (40 -50 wpm) , familiar with ICD 9 and CPT coding & billing , Microsoft office, Windows 10 , excel