

JANE JOE

(000) 000 - 0000 | EMAIL.COM

Skills

- Able to thrive in a fast-paced environment
- Ability to work independently and as a part of a team
- Self-driven with strong organizational skills and great adapting skills
- Charismatic personality with excellent customer service and communication skills

Education

Bachelor of Arts in Human Developmental Sciences

Graduation (June 2023) University of California San Diego, La Jolla, CA

Associate of arts in Psychology

Graduation (June 2021) Mount San Antonio College, Walnut, CA

Experience

Keck Hospital of USC

Lab Assistant- Phlebotomist/ June 2019- September 2021

- Activated orders in EHR- Powerchart
- Aliquoted and transfered specimens quickly and efficiently
- Performed Venipunctures with proper and sterile technique

HealthCare Partners Medical Group

Medical Assistant- Research Coordinator/ January 2017- June 2019

- Entered data quickly and efficiently into EDC
- Scheduled appointments and prepared data for quarterly meetings
- Explained consent forms when enrolling subjects into study

Certificates

California Phlebotomy License/ CPT1

Medical Assistant Certificate