Tracy M. Chabot

D11 Bradley Cir Enfield, CT 06082 ~ tracy.proctorchabot@yahoo.com ~ 860 372 6747

**Objective**

To obtain a mid-level position which will build upon my work skill set including dependability with more than 10 years of experience in an office setting. I posess the ability to work with all levels while maintaining consistent teamwork and the highest level of communication. I have both extensive organizational skills as well as expert computer skills.

**Experience**

4/2005 - Present Holly's Message Service East Hartford, CT

*Remote Telephone Secretary*

\*Constant contact with patients, physicians, nurses, funeral home staff, maintenance personnel, lawyers, company owners, secretaries, oil delivery drivers, etc.

\*Ensuring the accuracy of information being exchanged.

\*Processing between 200 – 400 incoming and outgoing answering service calls per shift.

7/2006-10/2010 Clinical Laboratory Partners at Hartford Hospital Hartford, CT

*Microbiology Laboratory Assistant*

\*Processing 200-400 medical specimens to detect bacteria, fungus, acid-fast bacilli, e-coli, etc.\*  Ensuring the accuracy of each order and entering specimen and patient information into a centralized database.

\*Constant interaction with Physicians, Nurses, Outpatient Clinics, Physician Assistants, Secretaries, etc.

\*Employing laboratory equipment including Bactec machines, centrifuges and Clinitek Atlas.

\*Performing and resulting stat tests for Influenza and C. Difficile toxin and planting urine and throat cultures.

5/1998-6/2002 AT&T Waterbury, CT

*Directory Assistance Operator*

\*Processing between 800-1200 incoming directory assistance calls per shift

\*Assisting customers with area code information and dialing instructions

\*Directing customers to internal departmens for customer service, crediting and billing

**Education**

2/2009-5/2009 Bristol Hospital EMTB course

1/2002-5/2004 Briarwood College - 12 credits earned in Office Management