

Objective

To obtain a position in an atmosphere that fosters exceptional customer service and obtain a challenging position in a growth-oriented environment that offers diverse job responsibility and enhancement on knowledge.

Experience

LifeSource

Oct 2013-Present

Special Donations Coordinator

- Determines eligibility for Directed, Autologous, and Granulocyte donations
- Prescreens autologous donors with existing deferral history with assistance from the Donor Counseling staff.
- Schedules all Therapeutic Phlebotomy
- Educates patients about the therapeutic procedures in place
- Generates and analysis daily reports
- Recruits selected granulocyte donors.
- Coordinates the distribution of medication to scheduled donors.
- Generates directed and autologous paperwork and makes it available to the Collection staff in a timely manne
- Provides program materials requested by physicians.

Laboratory Corporation Of America

May 2007-July 2013

PSC Site Coordinator

- Interview, Orientate all New employees and supervise up 25 employees
- Monthly & Quarterly compliance
- Lab inspections & Audits
- Retention and policy enforcement
- Maintain a good relationship with clients as well as patients
- Trouble shoot problems that arise from main lab
- Over see PSC & IOP daily operations
- Blood Collection by venipuncture and capillary technique from patients of all ages including difficult draws
- Urine drug screen, Paternity collection, breath/ saliva alcohol testing

Erie Family Health Center

Dec 2004-May 2007

Lab Assistant II

- Process all State mandated tests IE. Lead, GC/Chlamydia, & RPR
- Receive & route orders from all EFHC teams
- Maintain all equipment & supplies within proper ranges for accuracy research & correct any errors in electronic medical record pertaining to lab
- Pregnancy verification & education on a walk in basis
- Blood Collection by venipuncture and capillary technique from patients of all ages including difficult draws
- Triage & Vital patients
- Administer Vaccines



TCF National Bank

June 2000-Nov 2003

Supervisor

- Interview, train, and supervised up to 20 employees.
- Reviewed & maintained all operational aspects of branch
- Weekly and monthly branch audits
- Initiated promotion of back products utilizing various marketing & advertising methods
- Recognized & awarded in fraud prevention & customer service
- Organize and Coordinate bank at work projects

Education

Amundsen High School

June 1996-2000

Diploma

Illinois School Of Medical Careers

February 2004-2004

Medical Assistant/Phlebotomy

DeVry University

September 2009-Present

Business Management

Skills

Microsoft Office

People Soft

HL7

iWorks

SafeTrace

Oracle

LCM

Mysis

eClinical

EMR

eLabcorp



Rosio Zambrano

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Dear: Hiring Executive (or Manager)

I am exploring the possibility of joining your staff. I have enclosed my resume highlighting my background and feel my accomplishments will be valuable to your company.

Throughout the challenges of my jobs, I've worked effectively with management and staff at all levels of experience. Most importantly, I have demonstrated my ability to determine and meet the needs of the customer.

I am available for an interview at your convenience, to discuss how my work experience proves that I could become a definite asset to your company. Please contact me at address and phone number on my resume in order to arrange an interview. I am looking forward to meeting you and to discuss my careers opportunities with your company.

Thank you for your time and consideration

Respectfully,

Rosio Zambrano



Professional/Personal Reference:

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