

# Jose M. Mendoza

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A: 2926 S. Marsalis Ave Dallas Texas 75216

*Objective: Highly organized bilingual professional, ensuring lab safety regulations are met and assisting with all vital paperwork, in search for a dependable and growing lab or hospital position in the DFW area.*

## EXPERIENCE

### **Propath Laboratory, Histology Lab Assistant Dallas TX**

August 2017 - Current Position

- Accurately evaluate specimen orders and enter clinical data/information into a variety of computer systems (i.e. order entry, patient demographics and/or results). Identify any missing or invalid data entry information and take the appropriate action to correct.
- Perform technical and non-technical procedures required to process and submit patient specimens for analysis.
- Operate automated and semi-automated equipment according to standard operating procedures.
- Effectively communicate deficiencies to appropriate personnel, including deficiencies related to specimens, paperwork, database information, and equipment.
- Accurately document information as required, including processing logs, quality control, and labeling of reagents.
- Prepare reagents in the department.
- Routinely handle biohazardous and/or chemical hazardous material.
- Communicate effectively in a courteous, professional manner with all levels of management, co-workers and clients to provide quality customer service.
- Maintain compliance with federal, state, company and department policies, procedures and regulations.
- Work effectively within a team-oriented department and company.

### **Global Molecular Laboratory, Specimen Accessioner Plano, TX**

December 2015 - May 2017

- Ensure proper storage of specimens in respective storage areas.
- Properly label and identified samples with corresponding patient information (in accordance with HIPAA and CLIA regulations)
- Handled the procedures of preparing blood samples, such as centrifuging, checking for clots, contamination, or data entry mistakes.
- Handled maintenance of hazardous material, and waste, by properly cleaning and organizing and disposing biohazard material.

### **Choice Care Laboratories, Phlebotomist Carrollton, TX**

May 2015 - December 2015

- Drew samples, separated, organized and arranged specimens for laboratory examination and trace results.
- Maintained laboratory equipment and supplies by cleaning and maintaining quality assurance records.

### **Bestcare Laboratory, STAT Lab Tech Farmers Branch, TX**

September 2013 - May 2015

- Drove to different hospitals, clinics, assisted living facilities, hospice and rehabilitation centers to collect STAT samples
- Properly labeled and collected blood samples, from patients
- Maintained a clean and sanitary work area in accordance with standard laboratory practice and procedures.

## EDUCATION

University of North Texas  
Denton TX B.S.  
Biology  
Aug 2012

Member of Omega Delta Phi Fraternity Inc.  
(Spring 2010)

## Community Service & Leadership Skills

Member of the Dallas/Ft Worth Omega Delta Phi fraternity Alumni Association

Member of LULAC (League of United Latin American Citizens) at the University of North Texas

## Technical Skills

IDEXX Laboratories  
Internship

MS Office Suite, Adobe Suite Macintosh IOS, Windows

## Language

Native **Spanish:**  
Speaking, Reading, Writing

