*Seeking position in…*

**Customer Service**

Proven record of success as a health professional, dedicated and motivated seeking an position in a field that would utilize my education and skills. Able to excel in a high-intensive-care environment in a highly professional cohesive and compassionate manner.

**SKILLS**

Customer Service ER Experience ICD-9 CPT Coding Infectious Disease Certified Phlebotomy CNA Certified

Quality Control

**PROFESSIONAL EXPERIENCE**

**Evins Personnel**

**Phlebotomist June 2018 to Current**

* + Venipuncture’s on Geriatric, Pediatric, and General population, trained interns, processed patient specimens for testing.
  + Maintained computerized records, resolved, and troubleshoot outstanding specimen/ collections, micro collection, ensured quality and timeliness of collection and distribution of specimens
  + Distributed specimens to departments.
  + Processed and packaged specimens for send-outs. Labeled tubes, data entry, identified problems with specimen types, missing information ect.

**Upstate Hospital (CPS Temporary Service )**

**Medical Office Assistant Sept 2017 to Feb 2018**

* Roomed patients, obtained and documented chief complaints, vital signs, height, weight, and allergies. Recorded medications including OTC drugs, recorded smoking status.
* Gave instructions to patients as instructed by physician or nurses
* Took telephone messages, cleaned rooms, copied, scanned, and filed

**Wellstar Health System**

**Phlebotomist/Specimen Processor August 2015 to April 2017**

* + Venipuncture’s on Geriatric, Pediatric, and General population, trained interns, processed patient specimens for testing.
  + Maintained computerized records, resolved, and troubleshoot outstanding specimen/ collections, micro collection, ensured quality and timeliness of collection and distribution of specimens
  + Distributed specimens to departments.
  + Processed and packaged specimens for send-outs. Labeled tubes, data entry, identified problems with specimen types, missing information ect.

**Phlebotek**

**Phlebotomist August 2014 to April 2017**

* + Temporary/Part-time Phlebotomist/ Receptionist
  + Oversee and participate in day-to day blood specimen collection
  + Face-to faced customer service at On-Site Health Screenings in a corporate environment
  + Administer blood draws at events that could be as many as 50+ per day. .Assist Team Leads in setting up clinical stations at the events
  + Package and ship blood work, once competed.

**Quest Diagnostic (Temporary Service)**

**Phlebotomist/ Lab Assistant July 2014 to Dec 2014**

* + Venipuncture’s on Geriatric, Pediatric, and General population, trained interns, processed patient specimens for testing.
  + Maintained computerized records, resolved, and troubleshoot outstanding specimen/ collections, micro collection, ensured quality and timeliness of collection and distribution of specimens
  + Distributed specimens to departments.
  + Processed and packaged specimens for send-outs. Labeled tubes, data entry, identified problems with specimen types, missing information ect.

**Renaissance Nursing Home**

**CNA Oct 2013 to Dec 2014**

* Provided high quality patient care as an in demand per diem CNA within acute care, rehabilitation, home healthcare and nursing home setting
* Preserve patient dignity and minimize discomfort while carrying out duties such as bedpan changes diapering, emptying drainage bags and bathing.
* Commended for chart accuracy, effective team collaboration, patient relations and consistent delivery of empathetic care.

**Emory Temporary Services**

**Medical Assistant Jan 2013 to Oct 2013**

* Temporary Full-time Medical Assistant/ Infectious Diseases/ Internal Medicine
* Showed patients to examination rooms and prepared them for physician exam.
* Prepared for lab submission, recorded patients medical history, vital statistics and test results in medical records. Administered injections, urinalysis, assisted with instruments. Collected blood, tissue and other laboratory specimens and prepared them for lab testing.

**Liberty Hospital**

**Phlebotomist Jan 2007 to Oct 2012**

* Part-Time/ Outpatient/ Stat-and-Routine/ ER/ Nursing Homes
* Venipuncture’s on Geriatric, Pediatric, and General population, trained interns, processed patient specimens for testing.
* Maintained computerized records, resolved, and troubleshoot outstanding specimen/ collections, micro collection, ensured quality and timeliness of collection and distribution of specimens.

**University Of Pittsburgh Medical Center (temp)**

**Phlebotomist March 2005 to Sept 2006**

* Venipuncture’s on Geriatric, Pediatric, and General population, trained interns, processed patient specimens for testing.
* Maintained computerized records, resolved, and troubleshoot outstanding specimen/ collections, micro collection, ensured quality and timeliness of collection and distribution of specimens.

**Education**

**Atlanta Technical College** August 2014-2016

**Associate Degree**

Healthcare and Science