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| Shanthally  Salazar | |  |  | | --- | --- | | 212 Modene Ave. Waxahachie TX |  | | 832-605-1013 |  | |  |  | |

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| --- | --- |
|  | Objective |

To obtain a position in a company where my knowledge and experience can be utilized as well as enhanced.

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| --- | --- |
|  | Skills and qualifications |

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| --- | --- |
| * Bilingual fluent in English and Spanish * Exceptional ability to work with a diversity of population * Professional, mature and dependable * Multitasking and fast learner | * Certified as a Phlebotomy Technician * Experience with blood Collection Equipment, Venipuncture and Capillary Procedures * Clear understanding of Order of Draw |

|  |  |
| --- | --- |
|  | Experience |

## Administrative Assistant/ Data Entry Clerk | Select Staffing

### 2013 – 2015

* Screened applicant resumes and coordinated both phone and in person interviews in both English and Spanish.
* Completed data entry, scanned documents and entered in database.

## Answered and managed multiple incoming and outgoing calls and scheduled interviews.

## Machine Operator | Kohls Distribution Center

### 2012 – 2013

* Maximized sales by shipping on time and accurately
* Operated an electric pallet jack safely to move product and pallets around warehouse while performing the picking operation.
* Assisted team members in packing, picking, staging, loading, unloading, rotation and storage of product.
* Stacked and stored pallets at the end of the shift to keep warehouse clean and organized.

## Research Technician | Pharmaceutical Product Development (PPD)

### 2010 – 2012

* Interviewed patients to obtain medical information. Obtained and recorded their vital signs.
* Performed Venipunctures with the least amount of discomfort, on time. Between 40 to 100 patients a day
* Performed ECG’s accurately

|  |  |
| --- | --- |
|  | Education |

## Waxahchie High School | Waxahachie TX 2004-2008

## Medical Assistant | Gary Job Corps/St Phillips College San Marcos TX

## 2008-2010 Certified as an MA, and attended college as well.

## Certified Phlebotomy Technician | Smithwood Medical Institute Houston, TX

## 2016 Graduated and completed a 4 week internship at Image Weight Loss Center

## General Nursing Studies | Lone Star College Houston, TX

2015 – 2018 Completed my core classes and Pre-recs to obtain my Associates.

## RN Nursing| Navarro College

## 2018- Currently attending to obtain Associates in RN.