**Education**

* Texas Tech University Lubbock, Texas

Years Attended: 2012-2016 Degree: B.S in Biology

* Richland High School North Richland Hills, Texas

Years Attended: 2008-2010 Degree: High School Diploma

**Working Experience**

* **Creative Testing Solutions 2019**

**-Blood Banking Lab Tech**

* Perform testing on blood samples for blood groups and antigens
* Perform Quality Control
* Test blood samples for various diseases, white blood count, and antibodies
* Maintain proper use and maintenance of medical machinery
* Complete and verify accurate medical records
* **John Peter Smith (Emergency Department) (2017-2018)**

**-Laboratory Support Specialist**

* Processed all incoming specimens into the Soft program
* Sorted specimens and sent them to there correct department
* Made sure all specimens were correctly labeled and collected
* Answered phone calls from Emergency Department and Hospital staff
* Called Nursing staff when there was an error in the specimen or if a recollection was necessary
* Performed laboratory testing
* Logged and input patient test results into the computer
* Assisted the Techs to maintain a functional laboratory
* **Texas Health Resources (Texas Health Harris Methodist Alliance) (2017-2019)**

**-Unit Secretary**

* Assisted the Charge Nurse, Floor Nurses and Physicians in efforts of running a smooth floor
* Answered phone calls and questions from personnel across the hospital
* Maintained records on patients admissions and discharges as well as added and removed them from our patient tracking system
* Monitored the patient tracking system from new patient admission and discharges
* Maintained patient charts
* Prepared paperwork and travel for patients transferring to other facilities
* **Texas Tech University (Office of The Provost) 2013- 2016**

**-Student Assistant**

* Assisted all office personnel in maintaining a smooth running department.
* Maintained files by keeping them organized and updated with paperwork.
* Scheduled appointments for personnel in the office.
* Answered phone calls and questions and transferred phone calls if necessary to the right individuals inside and outside of the office.
* Worked as a recruiter
* Worked to complete several office projects for several departments
* Worked with the Human Resources personnel
* **Lubbock Independent School District (2016)**

**-Substitute**

* Taught and guided student learning through activities and course work
* Monitored and managed an orderly classroom
* Followed instructions and guidelines as assigned by the Teacher
* Enforced rules set forth by Lubbock ISD
* Followed attendance policies set forth by Lubbock ISD
* **Texas Tech University (United Spirit Arena) 2012-2013**

**-Student Assistant**

* Maintained order during events hosted at the United Spirit Arena
* Supervised guests and maintained order in case emergencies were to unfold.
* **City of North Richland Hills (NRH20 Waterpark) May 2012- August 2012**

**-Life Guard**

* Trained in CPR, First aid, and emergency training.
* Maintained order in the waterpark and made sure guest followed the rules of the waterpark.
* Performed lifesaving techniques in life threatening situations.
* **Childtime Day Care (August 2011- December 2011)**

**-Teaching Assistant**

* Planned activities for the children and maintained a structured classroom
* Interacted and catered to the needs of the children to guide their learning and interaction with one another.

**Volunteer Experience**

* **Miller Girls Service Organization (2013-2015)-**Volunteered around Lubbock at various locations with a wide variety of organizations.
* **University Medical Center (2015-2016)**
* -Volunteered as a Unit Health Coordinator