

Linda Jones

Mt Pleasant, WI
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(731)394-0880

I am self-motivated, a quick learner, easy to train, and a team player. I have an attention for detail. I enjoy detailed work, being organized and accurate within a timely manner. I enjoy helping others. Willing to relocate to: Arizona - Tennessee - Texas
Authorized to work in the US for any employer

Work Experience

Operating Room Attendant

Sparks Hospital

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Fort Smith, AR

August 2017 to September 2018

Assist surgeons, anesthesiologists and other members of the surgical by taking specimens to lab, receiving and delivering blood and blood products. Maintain a sterile environment before and during operations.

Quality Assurance Lead

OK Foods, Inc

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Fort Smith, AR

September 2016 to September 2018

Assure consistent quality and safety standards of food products and food manufacturing. Enforcing Good Automated Manufacturing Practices (GAMP), Safe Quality Food (SQF), HACCP, and Safe Operational Practices (SOP) systems; validating processes; providing documentation.

Quality Assurance Technician

PAC Worldwide

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Phoenix, AZ

September 2013 to September 2016

Assure consistent quality of production; validate processes; provide documentation. Perform audits on finished product. (Audits consist of measuring and documenting dimensions& visual checks).

Machine Operator

Perseus Distributors

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Jackson, TN

August 2011 to September 2013

Safely operate and clean machines used in the production process. Accurately label and pack for shipping. Examine products to verify conformance to quality standards. Performing duties of lesser

skill, such as supplying or holding materials or tools, and cleaning work areas and equipment. Pack and store materials and products not used.

Assistant Property Manager/Leasing Consultant

Eric Wilson

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Bolivar, TN

October 2009 to September 2013

Effectively record numerical data; assisting with the leasing, marketing and resident relations for the community. Perform routine calculating, posting and verifying duties, process resident rental payments and maintenance reports.

Education

Certified Technician in Phlebotomy

UT Martin@Jackson

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Jackson, TN

March 2015 to September 2015

Licensed in Cosmetology

Empire Hair School

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Jackson, TN

2009 to 2010

GED

Northside High

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Jackson, TN

Certifications/Licenses

Certified Phlebotomy Technician

September 2015 to September 2020

Certified by National Healthcare Association

Driver's License

September 2016 to August 2028

Class D

Basic Life Support (BLS)

August 2018 to August 2020

BLS Provider by American Heart Association

Groups

National Healthcare Association

September 2015 to Present

Healthcare Association that issues certifications. They also included continuing education courses.

Women of Hope

February 2010 to Present

Bible-based Christian facility that assist women with their hurts, hang ups, and habits.

Additional Information

Im experienced in Time Management, Teamwork, Team Building, Production Specialist, Machine Operator, Quality Assurance, HACCP & SQF training, MS Office (Microsoft Word, Excel, Outlook, and PowerPoint), Management, Phlebotomy, Patient Care, Customer Service, Property Management, and Lost Prevention.