

Peter D. West

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Objective

Orange Coast College | Costa Mesa, CA

Transfer with 72 Credit Hours, GPA 3.50

January 2021 – May 2023

California State University Fullerton

August 2023 – May 2025

Skills

Programming: Java, C++, SQL, CSS, JavaScript, Python, HTML

Software: Visual Studio, GitHub, Git, VS Code

Other: Written and Verbal Communication, Client relationships, Office Management, Team Management, Problem Solving, Leadership

Experience

Exceltox Laboratories | Irvine, CA

April 2017 – Present

Operations Coordinator

- Establish SOPs for client service, shipping, and accessioning teams.
- Educate and train 10+ sales representatives on products and services we provide.
- Instructed new team members in client services and internal processes.
- Facilitated incoming and outgoing specimens.
- Managed inventory of supplies and equipment.
- Oversaw a team of 15+ members.

Exceltox Laboratories | Irvine, CA

May 2015 – April 2017

Lead Accessioner

- Entered quality control data and processed incoming specimen.
- Informed team of procedural changes.
- Instructed new employees to work and perform efficiently.
- Coordinate employee breaks and improve workflow.

References

Available upon request.