

# Rujeko Jacqueline Shavi

Sandy Springs, GA, 30350 | [Rujeko Shavi](#) |

## Skills

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Research, Biology, Chemistry, Molecular Biology, Lab techniques (aseptic transfer and handling techniques), Microsoft Word, Microsoft Excel, Data Analysis, labeling equipment, fume hood, glove box, SOP handling chemicals and capping/crimping machines. Alinity M, PCR, Integra Viaflo 96, RNA extraction, Plating.

Northern State University BSc in Biology graduate with 3+ years of experience assisting and overseeing research projects involving isolating and analyzing RNA, DNA, and protein.

## WORK EXPERIENCE

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### Clinical Lab Assistant- Lab Technician

Atlanta, GA

- Responsible for specimen collection, processing, test performance and for reporting test results.
- Follow the laboratory's procedures for specimen handling and processing, test analysis, reporting and maintaining records of patient test results.
- Adhere to the laboratory's quality control policies, document all quality control activities, instrument and procedural calibrations and maintenance performed.
- Use of machinery such as Alinity M, Integra Viaflo 96
- Works in accessioning, extraction, and PCR

### Laboratory Technician

Frederick, MD

*The United States Pharmacopeial Convention*  
(Contract)

April 2021- August 2024

- Responsible for accurate and timely production - This includes understanding package configuration requirements and batch record instructions; safe handling of chemical products in the production environment; proactive support of contaminate prevention; and remaining focused on team commitments and communication.
- Manages the routine tasks of production while remaining alert for discrepancies and variations on the production line.
- Prepares batch records prior to project initiation in compliance with company and ISO standards of quality.

### Patient Care Technician

Gaithersburg, MD

*IC Health*

January 2020 – December 2020

- Served as a caregiver to the patients during the scheduled work period. Provided patient-centered nursing care and daily living assistance to assigned patients under the supervision of a Registered Nurse (RN) or Licensed Practical Nurse.
- Maintained impeccable standards in managing class 10000 cleanroom and chemical inventories, safely disposing of waste and accurately calibrating laboratory equipment.

### Accounts Executive

Gaithersburg, MD

*Cables N Optics*

September 2018- December 2019

- Unearthed new sales opportunities through networking and turned them into long-term partnerships.

- Overhauled client onboarding processes which improved engagement by 55%.
- Exceeded annual revenue targets by an average of 57% during tenure.

## **LEADERSHIP EXPERIENCE**

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### **Lead Hostess**

**Charlotte, NC**

*Big View Diner*

*May 2017- September 2018*

- Organized and directed a team of 8 hosts and hostesses in a fast-paced atmosphere.
- Presented a positive demeanor to enhance customer experience and relationships.
- Instructed other hosts and hostesses during rush and other hours.
- Trained 7 new hostesses who moved on to become integral parts of the restaurant.

## **EDUCATION**

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### **BS in Biology**

**December 2020**

### **Northern State University**

*Volunteer Lab Assistant to Microbiology Professor*

- Assisted in a laboratory setup. Responsible for preparing chemicals used in the laboratory and supervising their use and disposal.

**Languages:** English, Shona