

Amy Hayden

Kilmichael, MS 39747

amyhayden69_d7j@indeedemail.com

(662) 330-5055

A chance to use the accounting skills I have learned and utilize the potential to expand with new accounting skills.

Work Experience

Lab Assistant/Courier

American Esoteric Laboratories - Grenada, MS

November 2017 to Present

Receives, identifies, and accessions specimens using standardized laboratory protocols to ensure an accurate and complete process. Processing 24 hr. and random urine chemistries, drawing blood specimens by capillary or venipuncture and using the centrifuge to spin the proper tubes down to collect serum/plasma. Loads specimens onto equipment, performs equipment maintenance and other laboratory duties. Processes specimens as directed to facilitate timely test performance. Exercise extreme caution through proper specimen handling procedures including containers, specimens and chain of custody when appropriate. Maintain positive professional relationships with all client's personnel when providing information or investigating problem specimens. Perform clerical duties as assigned by supervisor to promote efficient and effective operation of the department. Performs venipuncture on patients of all ages. Picks up lab samples from doctor's offices and hospitals with the correct transport method for each sample and delivers to main office for transport to lab.

Contract Medical Examiner

Quest Diagnostics - Kilmichael, MS

May 2015 to January 2020

Performing health and wellness exams which include duties such as draw blood using capillary stick and venipuncture, properly use centrifuge to separate blood sample in tiger top tube, obtain weight, height, blood pressure, BMI, measure waist, and obtain cholesterol reading. Doing health coaching and lead duties when asked. Maintained accurate records for performing taxes.

Contract Medical/Life Insurance Examiner

Hooper Holmes - Nashville, TN

December 2010 to October 2015

Performing health and wellness exams which include duties such as draw blood venipuncture, properly use centrifuge to separate blood sample in tiger top tube, obtain weight, height, blood pressure, BMI, measure hips and waist, and obtain cholesterol reading. Also performing lead duties in events.

Education

Master's in accounting

Purdue Global University

March 2019 to Present

Bachelor in Liberal Arts

Purdue University North Central

September 2005 to August 2013

El Paso Community College - El Paso, TX

January 1998 to May 2005

Skills

- 20 years of excellent customer service skills
- 20 years of working with Word, Excel, and Power Point
- 20 years of experience working with Windows XP, Vista, and Windows 10
- 10 years of Data Entry experience
- Typing skills of 35 wpm
- Excellent interpersonal, written, and verbal communication, time management and organizational skills
- Very initiative-taking, dependable, and detailed oriented