

## **Shari Begnor**

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### **Objective:**

**To obtain a position as a Phlebotomy/EKG Technician where I can utilize both my education and my clinical skills to grow within your company.**

### **Education:**

**Medical Professional Institute Malden, MA 05/2013 *Phlebotomy/EKG Technician Certificate***

**East Boston Adult Education Center East Boston, MA 2006 *General Equivalency Diploma***

### **Professional Experience:**

**CIC Health/Project Beacon Saugus Ma 01906 10/2022 - 6/2022**

- *Complete covid-19 testing at designated elementary schools, high-schools for student and staff*
- *Accurately group tests*
- *Complete onsite and online training*
- *Complete single or double swab pool testing*
- *Scan swabs into Project Beacon covid-19 testing web site*
- *Inventory check and order necessary supplies*
- *Keep records for school nurses and school*
- *Ship swabs out daily for testing to Project Beacon*
- *Complete rapid covid-19 tests for asymptomatic clients*
- *Report positive and negative tests to Nurses*

**Mass Mobile Phlebotomy Service/Beyond Mobile Health Mobile Phlebotomist Boston, Ma 012115 7/2020 - Present**

- *Collect blood and urine samples for unique diagnostic testing for pediatric and geriatric clients*
- *Centrifuge and split specimens*
- *Accurately record client name and date of birth on tubes and specified paperwork and*

*requisitions*

- *Draw labs and deliver to requested Hospital/laboratory*
- *FedEx or UPS specimens to designated laboratory.*
- *Draw blood at health events for clients*
- *Research study draws*
- *In-office draws*
- *Biometric examinations*

**APPS Paramedical Wellesley MA, 02481 Paramedical Examiner 8/2020 - Present**

- *Call client to book Exam date*
- *Inform client of what to expect during exam visit or of any personalized requirement*
- *Ask for form of Identification and Record Information as needed for paperwork*
- *Record Social Security number*
- *Record clients full name on each tube*
- *Perform saliva swab testing*
- *Perform blood draw*
- *Obtain urine sample and record temperature*
- *Measure height and weight*
- *Obtain on all documents and consent forms*
- *Obtain physical measurements*
- *Read and make sure client understands all documents*
- *Ask health history questions and obtain signatures*
- *Centrifuge blood samples*
- *Pour off serum into required tube*
- *Split urine into required tubes*
- *Ship all samples and documents that applies to appropriate lab via FedEx*
- *Fax Exam paperwork to appropriate persons/Agent*

**US Wellness, Hudson NH, 03051 Covid-19 Temperature Screener 7/2020-9/2020**

- *Assemble site daily*
- *Check temperature for each employer*
- *Ask covid-19 safety questions*
- *If employee did not meet requirement take appropriate steps to notify management and complete additional paperwork*
- *Disassemble and lock up site disinfecting instruments and equipment used during the shift and disposing of PPE*

**Tufts Medical Center, Boston Ma, 02111 Phlebotomist/Lab Technician 4/2019-present**

- *Checks test requisitions for accuracy and completeness prior to drawing blood*

- Verifies patient identification
- Obtains blood samples from adult and pediatric patients by venipuncture or skin puncture following hospital procedure using universal precautions
- Uses the appropriate collection tubes according to test requirements
- Performs special procedures for collection of specimens from patients with physical and/or clinical obstructions such as intravenous lines, heparin locks, etc. and/or patients of special precautions
- Assists with preparing patients for testing (e.g., preparing and administering solutions for oral tolerance or absorption tests)
- Processes specimens for laboratory testing, which includes accessioning specimens in Soft (LIS), labeling, collecting, receiving and distribution of specimens to appropriate testing areas.
- Performs general clerical support functions which include: customer service functions for internal and external clients such as rapid response to inquiries.
- Maintains professionalism and courtesy answering telephone and providing answers to inquiries for laboratory testing, specimen requirements, and testing schedules.
- Files original documents and scans documents using Soft media.
- May perform functions associated with Purchased Lab Services such as processing, packaging and shipping.
- Attends mandatory annual training sessions in standard precautions, fire safety, chemical hygiene, and laboratory HIPAA compliance.
- Completes all educational opportunities provided by Clinical Lab Support including but not limited to MediaLab, CAP, and Net Learning.
- Performs all functions appropriate to position responsibilities that are required for the laboratory to meet the standards specified by accrediting agencies such as The Joint Commission and the College of American Pathologists with respect to written technical and administrative procedures and policies covering specimen collection and handling, special requirements, the operation and maintenance and troubleshooting of instruments and equipment, personnel policies, safety, and quality assurance.
- Establishes and maintains customer service standards to ensure all customers are provided with prompt and complete service.
- Maintains collaborative team relationships with peers and colleagues in order to effectively contribute to the working group's achievement of goals, and to help foster a positive work environment.
- Performs other similar and related duties as required or directed.
- May participate in training of new employees and students.
- May be asked to assume lead tech responsibilities.

**Beth Israel Deaconess Medical Center, Boston Ma, 02215 *Phlebotomist* 1/2019- 5/2020**

- Perform venipunctures, including blood culture collection, and fingersticks ensuring proper ID/labeling of specimens and using vein preservation techniques
- Perform and report bleeding times according to standard operating procedures
- Ensure adequate stocking of supplies and report needs to phlebotomy leaders
- Participates in laboratory programs for QA, competency, mandatory training and continuing education.
- Transports specimen from site of collection to site of testing
- Transports routine and STAT specimens to appropriate laboratories.
- Ability to understand basic safety instructions and take direction from supervisors; communicate effectively with patients, families and other medical center staff; and respond to basic questions
- Ability to provide a high level of customer service to patients, visitors, staff and external customers in a professional, service-oriented, respectful manner using skills in active listening and problem solving. Ability to remain calm in stressful situations.

**Brighams and Women Hospital Center for Clinical investigation, Boston Ma, 02115**  
***Lab Technician/Medical Assistant 6/2018-9/2019***

- Provides phlebotomy, processing and medical assistant services
- Responsible for sample storage and shipping
- Maintain freezer storage
- Ensure efficient and high quality phlebotomy, specimen processing and customer service
- Prepares patients for their visit, examination, procedure/treatment in accordance with established procedures
- Obtains vitals and performs EKG
- Use recognized and accurate medical terminology and abbreviations in all documentation.
- Performs phlebotomy on all patient populations
- Maintain work area in a neat, orderly, and well stocked manner
- Interpret orders and perform routine specimen analysis using waived instrumentation
- Ensures quality and timeliness of collecting and/or centrifuging and/or separating and aliquoting specimens according to established procedures
- Process a variety of specimens in accordance to established protocols
- Adhere to the standards of labeling specimen collection and storage containers
- Accurately label and log samples into freezer storage system
- Maintain inventory and specimen data for all freezer samples
- Retrieve samples for study teams

- Responsible for ensuring distribution of specimens to the appropriate laboratory or destination as designated by protocols
- Collects data/information to discuss any problems and initiate remedial action as necessary or instructed
- Orders equipment as required
- Maintains proper storage of reagents and supplies as needed
- Stock lab and exam rooms with supplies
- Assist in cleaning, sterilization and maintenance of medical equipment and instruments
- Monitors relevant expiration dates and established maintenance schedules
- Routinely undertakes additional tasks when assignment is completed
- Assist with the orientation and training of new lab tech or coordinators
- Process and ship specimen samples for research studies

**U.S. Laboratories Brockton, MA, 7/2017 - 5/2018 *Mobile Phlebotomist***

- Ability to work independently
- Obtains blood specimens from patients under a variety of patient conditions
- Proficient in written and verbal skills
- Ability to understand and follow written and verbal physician orders
- Ability to manage and prioritize multiple tasks
- Ability to accurately record information concerning specimens
- Ability to maintain effective working relationships with clients, patients and the general public
- Follows established phlebotomy procedure to collect blood samples from patients
- Properly greets and identifies patients prior to servicing
- Ensures that specimens are properly identified, in proper tube and accompanied by a completed requisition prior to sending to main lab
- Completes written logs, timesheets, and other required records in a neat and accurate manner

- Maintains all equipment in good working order and reports problems immediately to supervisor
- When on call, answers pages within guidelines and is ready and available to work
- Notifies dispatch of availability for further assignments
- Performs all duties in compliance with established safety and OSHA guidelines
- Communicates with patients with compassion, respect, dignity, and privacy at all times
- Identifies and pursues self improvement needs
- Performs other duties, including cleaning of company vehicles
- Complies with applicable legal requirements, standards, and procedures including, but not limited to, those within the Compliance Process, Code of Conduct, HIPAA and Corporate Integrity Agreement (CIA)

**Cambridge Hospital Cambridge, MA 6/2014-9/2016 *Lab Assistant***  
***II/Phlebotomist***

- Collected specimens from both inpatient and outpatient lab
- performed venipuncture on pediatric and geriatric patients
- performed venipuncture for Intensive Care Unit, Labor and Delivery, Inpatient and Outpatient guests
- Identified, verified and labeled specimens matching patient requisition
- Drew, labeled and dated each specimen correctly
- Kept supplies stocked as needed
- Answered Emergency Room and Intensive Care Unit Shoot and received specimen(s) promptly
- Delivered STAT and routine specimens to proper department (hematology, microbiology, chemistry, blood bank, cytology)
- Spun specimens down and prepared them for Lab Tech to read on machine

- Received site batches from other hospitals/clinics in computer and distributed to proper department
- Completed add-on tests per request of physician
- Received and stored specimens from Operating Room unit for further testing
- Utilized both a straight and butterfly needle

### **Boston American Red Cross Boston, MA 4/2013-10/2014 *Collections Specialist***

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- Conducted donor health history screening to determine eligibility and provide donor care during the collection of manual and automated blood units.
- Complied with applicable Federal, State and local regulations as well as all American Red Cross policies, procedures and guidelines.
- Performed various blood collection procedures including allogeneic, autologous, directed, and therapeutic; automated red cell and platelet apheresis donor collections.
- Conducted donor health history screening and eligibility procedures
- Performed drive set-up, donor greeting, labeling, processing and packing blood, donor reaction care and processing and packing of blood as assigned • Performed daily function checks, assemble and maintain supplies and equipment to ensure readiness and to maintain compliance.

### **Cambridge Hospital Cambridge, MA 4/2013-5/2013 *Phlebotomy Externship***

- Successfully completed 652 blood draws
- Worked with both geriatric and pediatric patients
- Utilized both a straight and butterfly needle
- Labeled specimens
- Stocked, cleaned and maintained all patient rooms
- Input patient information into the computer system

### **East Boston Social Center East Boston, MA 11/2010-9/2011 *Group Leader***

- Worked with children from ages 4-15 year old
- Prepared healthy snacks
- Provided day to day educational games and worksheets included arts and crafts
- Helped with homework and other needs

**Logan Airport – U Food Grill East Boston, MA 10/2010-11/2011**

- Took orders from customers
- Delivered food in a timely manner to all customers
- Handled cash at register
- Maintained a clean and safe work area

**Terri's Little Pumpkins Winthrop, MA 8/2010-4/2011 *Bus Monitor***

- Safely loaded children from infants to 8 years old on and off bus
- Practiced safety bus rules
- Monitored children while on the bus