

OFFICE-PHLEB01

OBJECTIVE

To obtain a full-time position in the healthcare industry

SKILLS PROFILE

Ability to perform phlebotomy procedures from routine to complex draws

Prepare specimens for transport to ensure that their stability is safeguarded during shipment to appropriate laboratory

Proficient in typing, Microsoft Office, general computer skills and medical terminology

Staffed hospital to Matrix

Input schedules for hospital staff

Attended daily meetings with managers and directors pertaining to staffing issues

Perform clerical and receptionist duties necessary to complete assigned tasks.

Experience in accounts payable and receivable, ordering, shipping and receiving

Excellent customer service background

EMPLOYMENT HISTORY

Deaconess Hospital, Cincinnati, OH August 2008- present

Phlebotomist & Staffing Specialist

\$13.29/hr.

Quest Diagnostics, Cincinnati, OH December 2003 - May 2008

Phlebotomist

\$12.88/hr.

Johnson Precision Machining, Cleves, OH January 2008- July 2008

Quality Assurance Manager

\$17.00/hr

EDUCATION

McAuley High School, Cincinnati, OH Diploma 1987

Southern Ohio College, Cincinnati, OH 1987-1988

Phlebotomy Certification, December 2006