



JAMES CLARK

Certified Phlebotomy Technician Supervisor

✉ support@qwikresume.com ☎ (123) 456 7899 📍 Los Angeles 🌐 www.qwikresume.com

PROFESSIONAL SUMMARY

Dynamic Certified Phlebotomy Technician Supervisor with over 7 years of extensive experience in blood collection, team leadership, and process optimization. Proven ability to enhance laboratory operations and ensure compliance with safety standards while delivering exceptional patient care. Committed to fostering a collaborative environment that prioritizes quality and efficiency.

WORK EXPERIENCE

Certified Phlebotomy Technician Supervisor 📅 Feb / 2021-Ongoing
WidgetWorks Inc. 📍 Denver, CO

1. Oversaw daily laboratory operations, ensuring adherence to protocols and safety regulations.
2. Facilitated patient check-in and managed appointment schedules to optimize workflow.
3. Input lab requisitions and patient data into the electronic system for efficient tracking.
4. Collected and processed various specimens, including blood and urine, for testing purposes.
5. Managed specimen triage and ensured timely delivery to main testing laboratories.
6. Trained and mentored new phlebotomy staff to enhance team performance.
7. Maintained cleanliness and organization of laboratory areas to promote a safe environment.

Certified Phlebotomy Technician 📅 Feb / 2018-Feb / 2021
Lakeside Apparel Co 📍 Chicago, IL

1. Performed phlebotomy procedures with a focus on patient comfort and safety.
2. Communicated effectively with patients and families to explain procedures and alleviate concerns.
3. Coordinated with medical staff to ensure accurate lab orders and timely specimen collection.
4. Assisted in the management of incoming lab specimens and documentation.

EDUCATION

Associate of Applied Science in Phlebotomy 📅 Feb / 2015 - Feb / 2018
Community College of Health Sciences 📍 Portland, OR

Completed coursework in advanced phlebotomy techniques and patient care.

SKILLS

Phlebotomy Techniques



Team Collaboration



Problem-solving



Regulatory Compliance



Data Entry Skills



INTERESTS

- 🎨 Art
- 🤝 Volunteering
- 🌲 Hiking
- 🧘 Yoga

STRENGTHS

- 🔍 Criticality
- 📋 Detail-oriented
- 🤝 Diplomacy
- 😊 Enthusiasm

LANGUAGES



English



French



Japanese

ACHIEVEMENTS

- 🌟 Streamlined specimen processing, reducing turnaround time by 20%.
- 🌟 Implemented training programs that improved phlebotomy accuracy by 15%.