

# ROBERT SMITH

## Medical Courier

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### SUMMARY

An organized, hardworking and detail-oriented Medical Courier with 6 years of experience, able to prioritize effectively to accomplish objectives with a progressive company. Skilled at learning new concepts quickly, working well under pressure, and communicating ideas clearly and effectively. To obtain a full-time position that would give me the opportunity to interact with customers and co-workers, and provides the potential for advancement.

### SKILLS

Class A CDL, Customer Service, Communication, Database Management, Inventory Management, Logistics, MS Office, Quality Assurance

### WORK EXPERIENCE

#### Medical Courier

ABC Corporation - March 2016 – Present

- Taking instructions from lab personnel to transporting specimens, test results, and medical documents.
- Ensuring that proper information regarding courier is attained before embarking on the journey.
- Keeping the inventory of delivered lab items and document logs of picked up specimens.
- Using cell phones and radios to upload time, delivery and shipment information onto the company website or database in real time.
- Making sure that if a specific item is needed to be kept in a cold atmosphere it is refrigerated properly.
- Delivering items to the destination in a time efficient manner and ensures its safety.
- Recording fuel mileage and ensuring appropriate maintenance on the vehicle to prevent any delivery problems.

#### Medical Courier

ABC Corporation - March 2013 – March 2016

- Safely transported biological specimens and related paperwork according to a defined schedule and department expectations.
- Transported equipment, supplies, reports and similar items according to department expectations.
- Performed various support activities to facilitate the operation of the laboratory to meet the client's needs.
- Participated in, and has knowledge of, laboratory and hospital Performance Improvement activities.
- Provided resolution to customer service issues within guidelines.
- Adheres strictly to the Compliance Plan and the rules and regulations of applicable regulatory authorities, and protecting the confidentiality of patient information and results at all times.

- This is Dummy Description data, Replace with job description relevant to your current role. In case if you dont need it you can delete it.

## SCHOLASTICS

- HIGH SCHOOL DIPLOMA - 2012 (BETHPAGE HIGH SCHOOL) Associate in Biblical Studies - 2007(Trinity Evangelical Christian University - Online)