

ROBERT SMITH

In Office Phlebotomist

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Over twenty years of customer service experience and I have worked with large sums of revenue. Looking for a career that is lively,busy,and will allow my skills to show.

EXPERIENCE

In Office Phlebotomist

ABC Corporation - JULY 2012 - SEPTEMBER 2020

- Collected blood specimens from patients by using finger stick, and/or venipuncture for Quest Diagnostics Inc.
- Greeted patients with friendly and caring manner.
- Labeled specimens for identification purposes and enters specimen data into computer.
- Prepared specimens and requisitions for Quest Diagnostics couriers.
- Maintained alphabetical filing system for patient information and printed off lab test results for the doctor as needed.
- Ordered and inventoried laboratory supplies and stocked work area.
- Cleaned lab area daily and between patients.

In Office Phlebotomist

Delta Corporation - 2008 - 2012

- working for LabCorp LabCorp 8490 Upland Drive 100 Englewood Drive Suite 100 Englewood, Co.
- March 2014 to March 2015 PST at draw site.
- Prep for procedures, draw blood, and obtain specimens Assist with patient and family education Perform EKGs Trained in Phlebotomy Utilize PC to enter .
- Collected blood, tissue and other laboratory specimens and prepared them for lab testing.
- Performed monthly inventory and maintained office and medical supply counts.
- Provided patient education.
- Followed infection control procedures.

EDUCATION

- MA

SKILLS

MS Office, Testing Skills.