

Robert Smith

R&D Laboratory Assistant

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SUMMARY

Diligent, detail-oriented, and enthusiastic individual who maintains an excellent professional relationship on all levels. Knowledgeable of quality control, customer relation, office environment, and laboratory processes. Maintains a background that includes a record of improving efficiency and effectiveness within the quality control and medical (Pathology) fields. Excels at multi-tasking in a fast-paced environment and demonstrates strong communication, administrative, and customer service skills.

SKILLS

word, excel and power point, outlook.

WORK EXPERIENCE

R&D Laboratory Assistant

ABC Corporation - 2006 - 2010

- Cytoprocessor Performed various tasks and duties associated with Pathology in the Cytology field.
- Tasks performed include but are not limited to Customer Relations - Interacted with doctors, clients, and patients on a daily basis.
- Responded to office phones and scheduled fine needle aspirations.
- Ordered testing for gynecological and non-gynecological specimens.
- Courier - Retrieved and delivered specimens to and from office buildings and hospitals.
- Delivered interdepartmental mail and reporting to clients.
- Ensured that specimens were forwarded to the proper department.

Laboratory Assistant

ABC Corporation - 2004 - 2006

- I was responsible for providing laboratory reports to doctors, patients and other health facilities via telephone, fax or mail.
- This included interpreting the reports in order to provide accurate information to the requester.
- Entered laboratory information into the laboratory computer software and pulled specimens for further testing.
- 90% of my time was spent on the telephone.
- I learned the inner workings of a hospital laboratory.
- Made new acquaintances both in and outside of the hospital.
- Skills Used Medical terminology, data input, my medical knowledge, customer service skills and the ability to multi-task at this position..

EDUCATION

Medical Office Assistant - (Stratford Career Institute - Champlain, NY)