Robert Smith

Mobile Unit Assistant

Phone (123) 456 78 99
Email: info@qwikresume.com
Website : www.qwikresume.com
LinkedIn: linkedin.com/qwikresume
Address: 1737 Marshville Road, Alabama

SUMMARY

As a Mobile Unit Assistant, responsible for Continuously validating and verifying information needed for decision making or documentation, Stopping in the face of uncertainty, and takes time to resolve the situation.

SKILLS

Supplying Skills, Training Skills.

WORK EXPERIENCE

Mobile Unit Assistant

ABC Corporation - 2013 – 2014

- Greeted donors and registers donors.
- Provided completed registration materials for review.
- Scheduled subsequent appointments to be entered in the system.
- Utilized computer for obtaining donor information (if available).
- Responded to routine inquiries from donors.
- Watched and assisted donors in canteen area who have a donor reaction.
- Transfered supplies between Blood Mobile and office.

Mobile Unit Assistant

Delta Corporation - 2010 – 2012

- Set up and breakdown of blood mobile operations, processing of blood products for shipping, stock, Donor interaction and training of new employees.
- Include driving American Red Cross DOT and non-DOT trucks and bus to and from collection sites, unloading, reloading, assembling and disassembling .
- Assuring appropriate and packing and interim storage of whole blood, proper handling of blood and blood products ensuring and overseeing the work of .
- Monitored safety and patient care while under high stress situations and under strict rules, guidelines and procedures.
- Set-up activities with supplies and equipment at sites.
- Setting up mobile drives.
- Also work as a phlebotomist.

EDUCATION

G.E.D.

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