Robert Smith

Senior Laboratory Technician/Administrator

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SUMMARY

Motivated individual willing to expand current and past administrative office skill for the office clerk position.Preventitive maintenance on labratory and pilot lab manufacutring equipment.Required Education, skills and Experience

SKILLS

Microsoft Office, QAD Enterprise, Bartender Label Software.

WORK EXPERIENCE

Senior Laboratory Technician/Administrator

American Type Culture Collection - October 2008 – 2019

- Performs a variety of advanced laboratory procedures relating to labeling requiring accuracy, judgment, and technical proficiency independently.
- Performs printing, inspecting and application of labels according to the Quality Assurance and GXP guidelines.
- Attention to details and maintain accurate records.
- Familiar with Microsoft Office and ATCC ERP system.
- Assists or creates SOPs, WI, Forms, monthly metrics, work order tracking and other required departmental documentation as needed.
- Ability to work independently with a high volume of work, handle multiple tasks, excellent organizational skills, answer e-mails and phone calls from the customer.
- Communicate effectively with supervisor and production planners as appropriate on work status and workflow.

Senior Laboratory Technician

ABC Corporation - 2006 – 2008

- General office duties - creating chemical inventories, filing documents, customer service.
- Trained and supervised work-study students and OPS employees while working in the biology stockroom.
- Provided laboratory course preparations for undergraduate teaching labs which included experimental setups and any necessary equipment and supplies.
- Provided maintenance of laboratory equipment and supplies for teaching labs and research labs.
- Handled, disposed, and stored of any biohazard and chemical substances using OSHA and EHS safety regulations.
- Assisted in graduate research which consisted of PCR applications, gel electrophoresis applications, preparation of media, agar, and other sterile substances using an autoclave.
- Maintained saltwater aquariums, maintained and handled invertebrate and vertebrate species/specimens for undergraduate teaching labs..

EDUCATION

Diploma in Medical Assistant

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