

# Resume 710

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## OBJECTIVE

Highly-motivated, dedicated, and results-oriented professional to secure a position with your company as a *Phlebotomist or EKG Technician* utilizing my skills, training, and experience

## EDUCATION

### *Phlebotomy & EKG Technician Certification - 2022*

Bryant & Stratton College, Amherst, NY

- Anatomy and medical terminology. Eight weeks of campus clinicals and 40 hour internship week.

### *High School Diploma*

Buffalo Academy of the Sacred Heart, Buffalo, NY

## SUMMARY OF QUALIFICATIONS

- Experience in sales and providing excellent customer service in a retail setting, assisting customers with their product/services selections, offering intelligent solutions customized to individual needs, and resolving issues to their complete satisfaction
- Understands the importance of patient confidentiality and complies with all HIPAA rules and regulations
- Excellent working knowledge of medical and psychological terms and concepts
- Follows directions precisely and refers to upper management for further direction if necessary
- Establishes rapport quickly with a diverse population and familiar with the necessary elements required to build strong business relationships
- Experienced training people for specialized duties, delegating orders, monitoring all work activities for quality, expediency, and safety, conducting performance evaluations, and consulting with appropriate personnel for trainee status/progress reports
- Strong communications, math, analytical, and problem-solving skills
- Multi-tasks efficiently, learns new systems quickly, and completes all projects on or ahead of critical deadlines
- Cheerful, honest, and conscientious worker, adapts well to any work setting
- Experienced using computers, Windows, MS Office, Internet research, and email
- Works well independently or collaboratively in a team environment

## PROFESSIONAL EXPERIENCE

### 08/20 – 10/20 *Screener & check-In*

Ross Eye Institute, Buffalo, NY

- Greeted persons entering establishment, determine nature and purpose of visit, and direct or escort them to specific destinations.
- Took temperatures of guests entering and recorded information in their files.
- Sanitized the areas in between each customer to ensure cleanliness of the entry to prevent illness.
- Provided information about establishment, such as location of departments or offices, employees within the organization, or services provided.

### 07/19 – 07/20 *Crew Member*

Wired Bison, Inc., Buffalo, NY

- Prepared a variety of foods, according to customers' orders, following approved procedures.
- Portioned and wrapped the food, or placed it directly on plates for service to patrons.
- Stored food in designated containers and storage areas to prevent spoilage.
- Placed food trays over food warmers for immediate service, or store them in refrigerated storage cabinets.
- Received and stored food supplies, equipment, and utensils in refrigerators, cupboards, and other storage areas.

### 06/17 – 08/17 *Lifeguard*

High Sierra Pools, Buffalo, NY

- Monitored pool areas to ensure the safety of swimmers and guests.
- Rescue distressed persons, using rescue techniques and equipment.
- Completed and maintained records of conditions, emergency treatments performed, and other relevant information.
- Maintained quality of pool water by testing chemical levels.