LAB LILLY

Portland, OR 503-123-1234 | lab.lilly@google.com

EDUCATION:

AAS, MLT (ASCP), Portland Community College, Portland, OR 20XX
PCC Dean's List for academic year 20XX - 20XX

BS Biology, Boston College, Amherst, MA 20XX
Academic Award: Klinger Scholarship recipient 2008 & 2009 - Awarded for well-rounded studies

Relevant Advanced Coursework:

- Genetics)
- Clinical Microbiology
- Immunology
- Immunohematology
- Developmental Biology
- Medical Parasitology
- Mycology
- Bacteriology
- General Chemistry
- Hematology
- Organic Chemistry
- Medical Mycology
- Clinical Chemistry
- Body Fluids

LABORATORY EXPERIENCE:

Core Laboratory Assistant, Adventist Portland, OR 8/20XX – Present

- Receive inpatient and outpatient clinical specimens
- Interpret and verify orders from multiple physicians and medical clinics
- Track specimen status and location using Citrix Cerner
- Assist clinicians by phone with adding orders, retrieving results and expediting orders
- Retrieve pending lists for core laboratory and resolve discrepancies

Mycology Research Assistant, to Dr. J. Kell, Boston University, Boston, MA 1/20XX – 1/20XX

- Verified Identification of all new specimens
- Cleaned, dried, labeled and packaged macro specimens
- Isolated, labeled and maintained collection of micro specimens
- Updated electronic specimen inventory lists
- Separated and determined mating types of XXXX cultures by experimentation and calculations
- Prepared glassware by autoclave sterilization
- Maintained library and database of research articles

OFFICE SKILLS:

- Proficient with both Macintosh and Windows operating systems
- Efficient and accurate typing (65 wpm) and data entry skills
- Report and presentation writing skills using MS Office, PowerPoint and Excel
- Familiarity with office equipment including multi-line phones and fax

ADDITIONAL EXPERIENCE: (*Administrative and Customer Service)*

Account Representative, Quest, Portland, OR 1/2006 – 8/20XX

Account Executive, Verizon, Portland, OR 8/2004 – 1/20XX
Office Manager, US Steel, Portland, OR 2/2004 – 8/20XX