**Key Competencies**

* Medical Terminology
* Medical Laboratory Operations & Testing
* Safety conscious and focused
* Infection Prevention and Control
* Phlebotomy and ECGs
* Blood Banking and Haematology
* Clinical Chemistry and Microbiology
* Histology and Cytology
* First-Aid and CPR “C”
* Patient Confidentiality
* Reception and customer service
* Strong ability to contribute and work in a team
* Ability to prioritize and remain on schedule
* Able to work alone with little or no supervision
* Proven record keeping strategies
* Strong database management skills
* Self-directed with my ability to initiate tasks and new assignments independently

**Education**

**Medical Laboratory Assistant/Technician │** Trillium College 2019

**Legal Assistant│** Loyalist College 2009

**Programmer Analyst / A+ Certification │** CDI College2000

**Nursing Assistant │** St. Lawrence College 1986

**Employment**

**Medical Laboratory Technician - Clinical Placement** 2019

Life Labs Belleville, ON

* Medical Terminology
* Medical Laboratory Operations and Testing
* Safety conscious and focused
* Infection Prevention and Control
* Phlebotomy and ECG
* Specimen Management
* Chemistry
* Haematology
* Coagulation
* Microbiology
* Histology & Cytology

**Maintenance Clerk** 2017 - 2018

Lafarge Holcim Bath, ON

* Contract position
* Maintenance and capital projects group
* Transition of orders from Maximo into newly acquired SAP system
* Creation of SAP Training Materials / Training of Maintenance Personnel
* Sourcing and procurement of parts and services in a manufacturing environment
* CAT 2 - Payroll data entry
* Maintenance of hourly employee schedule
* Shutdown cost tracking
* Set up preventative maintenance program in SAP
* Organization of 2017 Boy Scouts Tree Planting at Lafarge Site

**Buyer** 2011 - 2016

MetalCraft Marine Inc Kingston

* Sourcing and procurement of parts and services in a manufacturing environment
* Request for Quote submissions
* Complete, process, and maintain applicable paperwork and records
* Monitor Shipping and Receiving Department
* Monitoring corporate wireless plan and credit cards
* Data entry and database maintenance for labour hour uploads and purchasing

**Lab Assistant** 2006 - 2007 Life Labs Belleville

* Communicated effectively and with confidence to collection centres, physicians, and team members
* Received, prepared, and labelled all specimens accurately for laboratory testing and/or transport
* Performed administrative duties as required including accurate file updates, filing and emails
* Consistently and reliably worked all shifts in rotation, including day, evening and night shifts

**Phlebotomy / ECG Technician** 1991 - 2000

Lennox & Addington County General Hospital

* Prepared specimens for laboratory testing and/or transport with proper labelling and information
* Obtained blood samples for medical testing and transfusion through venipuncture or capillary puncture
* Performed Electrocardiograms and Holter monitor hookups for monitoring while providing patient care
* Built trust and minimize patient discomfort during phlebotomy procedures while efficiently collecting specimens
* Reviewed and created weekly, monthly and quarterly reports with accuracy; consistently met deadlines
* Work collaboratively with patients, healthcare providers and patient support departments to ensure a high quality of service

**Registered Practical Nurse** 1987 - 2000

Kingston General Hospital /Lennox & Addington County General Hospital

* Provided exceptional patient care in departments such as Neonatal, Paediatric, Geriatric and Surgical areas
* Assessed, planned and implemented client care plans; collaborating effectively with colleagues
* Provided excellent care and communication to patients, and families while respected privacy policies at all times
* Completed all self assessments through governing body in a timely manner with consistency
* *Currently Non-Practicing*