Jose Applicant

321 Jackson Street • San Jose, CA 55555 • (123) 456-7890 • jose.applicant@email.com

PHLEBOTOMIST

*Successful track record in the blood-banking care environment*

Results-oriented, high-energy, hands-on professional with skills in management, quality assurance, program development, training, and customer service.

Key skills include:

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| --- | --- |
| * Blood banking
* Quality assurance
 | * AABB accreditation
* Compliant with FDA cGMP
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PROFESSIONAL ACCOMPLISHMENTS

**EDUCATIONAL**

* Facilitated educational projects from 2018-2020 for Northern California blood centers.

**PHLEBOTOMY**

* Assisted team members in veni-punctures, donor reaction care, and providing licensed staffing to extend their duties by managing the blood services regulations documentation (BSDs) while assigned to the self-contained blood mobile unit (SCU).

**COMPLIANCE**

* Provided daily operational review/quality control of education accountability as it relates to imposed government regulatory requirements in a medical environment.

**PROGRAM MANAGEMENT AND SUPERVISION**

* Successfully supervised contract support for six AT&T Broadband systems located in the Bay Area prior to a career in phlebotomy. Managed scheduling, quality control, payroll, special projects, and evaluations to ensure proper end-of-line and demarcation signal.
* Reduced employee turnover, introduced two-way communication to field employees, enhanced employee appearance, and spearheaded the expansion of employee (health) benefits.

**TECHNOLOGY**

* Chief point of contact for the AT&T telephone and the ABC-affiliated TV stations as related to complaints and diagnosing communication problems either at the site or remote broadcasting.

EDUCATION & CREDENTIALS

**SAN JOSE STATE UNIVERSITY**, San Jose, Calif.

Associate of Applied Science in EKG-Phlebotomy, 2017