SUSAN SMITH



♠ 1234 Liberty Lane, 80241 Thornton, Colorado 📞 555-123-4567 🗳 example@cvmaker.com

Compassionate and detailed-oriented certified phlebotomist seeking to join the American Red Cross as a volunteer. Five years with venipuncture skills, centrifugation, microbiology, specimen handling, and medical billing. Proficient member of the National Phlebotomy Association with training in clinical and administrative tasks, including administrating blood pressure and vital signs, EMR, insurance coding, billing, first aid, and preparing lab samples.

RELEVANT WORK EXPERIENCE

Certified Phlebotomist & Medical Technician

Feb 2016 - Present

Medical Offices of Dr. Jessica Jones, Thornton, Colorado

- Completed specimen collection via venipuncture, finger prick, urine, stool, and saliva samples.
- Blood pressure, taking patient vital records, initial patient review, collecting lab samples and dressings.
- Administer injections and medications as directed by physicians.

Certified Phlebotomy Volunteer

Aug 2016 - Apr 2019

Denver Mobile Clinic, Denver, Colorado

- Volunteered with the Denver Mobile Clinic to complete more than 1,500 venipuncture blood draws, following correct draw order collection techniques in compliance to HIPAA regulations.
- Extreme focus on detail to complete venipuncture to reduce bruising, improve patient comfort, and ensure proper collection of blood samples.
- Responsible for properly labeling and packing samples before shipping to certified laboratories via Fed Ex Express.

EDUCATION

National Phlebotomy Association Certification Aug 2015 - Aug 2016

Adams County Community College, Denver, Colorado

High School Diploma Sep 2012 - Jun 2015

Adams High School, Northglenn, Colorado

REFERENCES

Patricia Clark, RN
On Request

Medical Offices of Dr.
Jessica Jones

Steven Clark Denver General

On Request Hospital

Professor Jane Jones National Phlebotomy

On Request Association

SKILLS

Venipuncture Expert
Compassion Expert
Attention to Detail Expert
HIPAA Regulations Expert
Problem Solving Expert
Microsoft Office Expert