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## DNA Extraction Technologist Resume

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### Job Objective

To secure the position of DNA Extraction Technologist in a reputable company that will allow me to utilize acquired skills and experience.

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### Highlights of Qualifications:

- Hands-on experience in DNA sample collection, extraction, analysis and related documentation activities
  - Immense knowledge of human genetics and laboratory operations and management
  - Operational knowledge of human mutation databases, genome browsers, and internet research
  - Familiarity with recordkeeping practices and using Microsoft Office software
  - Ability to mentor and supervise lab technicians and junior staff members
  - Ability to handle and complete multiple work assignments, in an efficient manner
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### Professional Experience:

DNA Extraction Technologist  
Physicians Choice Laboratory Services, LLC., Wortham, TX  
August 2012 – Present

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### Responsibilities:

- Collected, organized, and analyzed blood and DNA samples, properly.
- Performed DNA extraction procedures and used appropriate DNA testing kits.
- Prepared and maintained computerized records related to patients, medical tests, and billing details.
- Oversaw and managed overall lab operations and team activities, as needed.
- Trained and supervised all assigned interns and subordinate staff.
- Complied with HIPAA regulations and followed lab safety procedures, efficiently.

DNA Extraction Technologist  
GeneDx, Wortham, TX  
May 2009 – July 2012

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### Responsibilities:

- Used appropriate equipments and methods and extracted DNA from given samples.
  - Obtained, analyzed, and interpreted sequence data, in an accurate and efficient manner.
  - Prepared, maintained, and provided timely and accurate medical records.
  - Monitored status of all laboratory samples and ensured timely completion of all laboratory activities.
  - Prepared chemical solutions for laboratory use and maintained laboratory instruments.
  - Developed and maintained positive professional relationships with program director, laboratory staff, and genetic counselors.
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### Education:

Master's Degree in Molecular Biology  
Seton Hill University, Greensburg, PA

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