
LAB ADMINISTRATOR RESUME

Objective:

Lab Administrator looking for position within your organization in order to enhance my skills.

Highlights of Qualifications:

- Strong experience of supervising the functioning of a laboratory
 - Sound knowledge of the science of laboratory cleaning
 - Deep knowledge of the various biological laboratory exercises and the various associated procedures
 - Wide knowledge of life cycle of clinical trial documentation
 - Proficient with Microsoft office (Word, Excel and PowerPoint)
 - Ability to train the assistants in the working of the lab
 - Ability to stock and re-stock laboratory equipment used for different experiments
 - Ability to prepare reagent's measure and weigh appropriate chemicals
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Professional Experience:

Lab Administrator, November 2007 – Present
Lawrence Berkeley National Lab, Boston, MA

- Maintained a large collection of the microorganisms in the lab to enable diversity in the lab functions.
- Oversaw the lab reports that were presented.
- Supervised the lab personnel and students in the laboratory using the various technical equipments.
- Monitor the laboratory budget and developed the future in accordance to the spending.
- Updated the manuals and the course material for the students as well as the teaching staff.

Lab Administrator, December 2001 – October 2007
Renown Regional Medical Center, Boston, MA

- Assisted in the lab special projects and performed the administrative activities of the lab.
 - Designed the laboratory courses and assisted the faculty and lab manger to achieve most of the goals.
 - Evaluated the laboratory equipment on a regular basis and suggested for new equipment.
 - Maintained a microbiology course and updated the website accordingly.
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Education:

Bachelor's Degree in Scientific Field, Xavier University, New Orleans, LA

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