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# LAB ASSISTANT RESUME

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## Objective:

To obtain a Lab Assistant position in a growth-oriented company where I can utilize my administrative skills and acquire new abilities.

## Summary of Skills:

- Ability to communicate effectively with patients, doctors and general staff
- Ability to perform repetitive tasks for prolonged periods of time
- Ability to read and write at an appropriate level
- Profound knowledge of computers to perform specimen inquiry and order entry

## Work Experience:

Lab Assistant  
Genzyme Genetics, Denver, CO  
August 2005 to till date

- Processed blood and amniotic fluid samples pre and post testing.
- Prepared aliquot tubes.
- Transferred serum and amniotic fluid to aliquot tubes.
- Prepared WBC pellets for testing and prepared samples aliquots for frozen storage.

Lab Assistant  
North East Medical Services (NEMS), Denver, CO  
May 2000 to July 2005

- Collected and processed specimens for test ordered.
- Inputs tests ordered into Laboratory Information System and MYSIS System.
- Organized and distributed lab reports to requesting physicians.
- Prepared and updated various laboratory statistical reports.
- Performed other tasks as deemed necessary by the Lab Supervisor.

## Education:

Bachelor's degree in science field  
University of Iowa, Iowa City, IA

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