

Elizabeth G. La Posta
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Phlebotomy Skills

<ul style="list-style-type: none">• ASPT Certified Phlebotomist, 2012• CPR Certified, 2012• Privacy/ HIPPA Regulations• Venipuncture Procedures	<ul style="list-style-type: none">• Medical Terminology, 2011• Electronic Medical Records• Patient Identification, Care and Safety• Diagnostic Testing Procedures
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Professional Experience

Education Director/Instructor, Salisbury MD	1998-Present
Child Care Provider, Calliope Farms, Salisbury MD	2009-Present
Laboratory Tech, Merial Select, Berlin, MD	2007-2008
Animal Tech, Intervet, Millsboro, DE	2006-2007
Client Educator, PetNurse, Dr. Cassutto, Salisbury, MD	2004-2006
Microbiology Lab Assistant, SSU, Salisbury, MD	1997-2000

Skills and Abilities

Organizational

Maintained vet hospital pharmacy: ordered new stock and kept track of expiration dates
Developed weekly task check-off chart for lab employees to ensure timely completion of procedures
Cross-checked orders with invoice and stocked supplies while maintaining First-In-First-Out standards

Communication

Consulted with clients to determine pets' medical needs for preventative medicine
Used listening skills to accurately process orders and customer service for multiple clients
Expressed care and reassurance in order to calm and relax nervous patients
Documented completed tasks and quality control checks for equipment in log books

Computer Skills

Experienced with Word, PowerPoint, and Adobe applications
Familiar with medical data entry and scheduling
Skilled at typing and word processing

Education

Phlebotomy, ASPT Certified 2012	Wor-Wic Community College
Medical Terminology, 2011	Wor-Wic Community College
Veterinarian Assistant Certificate June 2004	Wor-Wic Community College
Bachelor of Science May 2000 Major Biology, Minor History	Salisbury State University

Relevant Course Work

Phlebotomy III: practiced phlebotomy at Nantux Memorial Hospital, 140 successful sticks