

Amber Traylor

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Objective

Motivated Phlebotomy Technician seeking an entry level position in the medical field where I can use my skills and knowledge

Highlights

- Draw blood from patients and blood donors
- Explain blood-drawing procedure to patients
- Perform basic point of care testing
- Discuss goods or services information with customers or patrons.
- Evaluate patients' ability to withstand procedure
- Maintain medical equipment (needles, test tubes and blood vials)
- Prepare blood, urine and other specimens for testing
- Monitor computer system performance to ensure proper operation.

Education

- MedCerts** - Livonia, MI 2020
 - CCSP-Certified Customer Service Professional - 4/20
 - CPT-Certified Phlebotomy Technician - 4/2020
- Manchester High School** - Manchester, SC 2012
 - High School Diploma

Work History

Sep 2018
to
Present

Audit Clerk

Parris Island Child Development Center - Beaufort, SC

- Oversees front office operations on a weekly/daily basis to keep facility and equipment in proper working order for patrons.
- Informs Marines or Sailors and Management of needed updates for patron's records.
- Assists Management with maintenance requests, contractors, and vendors
 - Maintain high efficiency and accuracy, exceeding quality expectations and goals set for front line customer service staff.
- Train co-workers to use proper procedures and comply with rules and regulations.
- Front desk opening and closing operations.