**Jenna**

[**Jenna.364965@2freemail.com**](mailto:Jenna.364965@2freemail.com)

**Objective**

* Seeking a position where I can enhance my knowledge, attitude and skills in performing clinical laboratory procedures with accuracy and precision. To utilize my communication skills, quality assurance, program development and training experiences in a highly skilled and dynamic work environment with my skills and enthusiasm ability.
* Accurate, reliable, diligent and focused on the time and with quality completion of laboratory procedures. Work well under pressure and time constraints within high-volume environments.
* Excellent clinical laboratory skills, with commended performance conducting/analyzing laboratory assays and resolving complex clinical and instrument problems.

**Work Experience**

**Junior Medical Technologist**

Accu-Med Manila Diagnostic & Laboratory Corp., Philippines

June 6- December 30, 2016 (FULL time)

January- March 2017: Med Tech Reliever (Part-time)

**Job Description:**

* Welcomed and greeted patients to the facility, answered non-medical and medical questions for patients and entered patient demographic data.
* Answered telephones for scheduling patient appointments, coding fee slips, verifying insurance referrals, and collecting payments.
* Ensured that patients and visitors were escorted to service areas beyond reception rooms.
* Performed the tasks of receiving and distributing mails and faxes on a daily basis.
  + Excellent ability to work independently and meet deadlines on time.
  + Enviable neat and orderly work habits and ability to remain calm and efficient in stressful situations.
* Organized and maintained a clean, efficient, and confidential work area.
  + Excellent ability to communicate, with Hospital personnel and other outside contacts.
  + Excellent interpersonal skills to interact courteously and effectively with co-workers, physicians, patients and others.
* Worked as part-time reliever in absence in some of my colleague and in-case of emergency.
* Collect and prepare specimens and perform laboratory procedures used in the diagnosis, treatment and prevention of disease.
* Verify record and report lab results on all performed tests.
* Ensure compliance with government requirements, hospital policies and laboratory procedures, including maintaining the cleanliness of lab equipment, instruments and work area.
* Perform and analyzed tests in areas including Chemistry, Hematology, Urinalysis and Serology mainly in screening to aid physicians in diagnosing and treating disease.
* Consistently commended for the timely, high-quality completion of both Routine and Special laboratory assays of patient specimens (including blood and other body fluids).
* Evaluated quality control within laboratory using standard laboratory test and measurement controls and maintained compliance with Risk-Management guidelines.

**Medical Technology Internship**

April 28-October 27, 2015, Quezon City General Hospital

(6months under the supervision of a Registered Medical Technologist)

* Assisted with the collection and analysis of laboratory data; entered, retrieved and processed computer generated lab reports.
* Collected blood for different hematologic and clinical procedure in conducting chemical analyses of blood and urine.
* Prepared slide preparations and studied blood cells to determine their relation to various physiological and pathological conditions.
* Prepared slide preparations including AFB, Gram stains, KOH and hazardous clean up procedures and prepared culture medias in microbiology.
* Studied normal and abnormal cells and crystals found in urine preparation.

**Education Background**

**Tertiary:**

BS in MEDICAL LABORATORY SCIENCE  
Our Lady of Fatima University

120 McArthur Highway, Marulas, Valenzuela City, Philippines  
2013 - 2015

Centro Escolar University

#9 Mendiola St, Manila, 1008 Metro Manila, Philippines

2010 - 2013

**Secondary:**

Abad Santos High School, Manila, Philippines

Numancia St. Binondo, Manila

2006 – 2010

**Personal Information**

Date of Birth: May 26, 1994

Age: 22

Weight: 50 kg

Height: 5’0

Marital Status: Single

Citizenship: Filipino

Religion: Roman Catholic

Language: Tagalog, English

VISA Status: Tourist/Visit Visa

**I hereby certify that all information stated above is true and correct to the best of my knowledge.**