

**PAT SUMMERS**  
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## **OBJECTIVE**

Seeking a position as a **Phlebotomist**

## **EDUCATION**

Harper College, Palatine, IL  
Phlebotomy Certificate

May 20xx

## **CERTIFICATIONS**

Phlebotomy Technician (PBT)  
American Society for Clinical Pathology (ASCP)

Anticipated July 20xx

Basic Life Support (BLS) for Healthcare Providers Certification –  
American Heart Association

March 20xx

## **RELATED EXPERIENCE**

Northwest Community Hospital, Arlington Heights, IL  
Phlebotomy Intern

March 20xx to April 20xx

- Completed more than 237 successful blood draws on children, adolescents, adults and geriatric patients
- Performed variety of routine blood drawing procedures including venipuncture, techniques using standard equipment such as vacutainer tubes, tourniquets, butterfly needles and finger stick
- Utilized standard procedures in maintenance of positive patient identification, recorded appropriate collection information on proper requisitions for both inpatients and outpatients
- Labeled, dated, initialed and distributed specimens to the laboratory in a timely manner to preserve the specimen's integrity and to meet the turn-around-times
- Assembled equipment such as tourniquets, needles, gauze, blood collection devices, disposable containers for needles and alcohol pads on work trays according to specified tests and procedures
- Collected non-blood specimens such as urine and nasal

## **SKILLS**

Knowledge of Medical Terminology  
Microsoft Word, Excel and PowerPoint

## **WORK EXPERIENCE**

Palatine School District, Palatine, IL  
Substitute Teacher

June 20xx to Present

- Manage all classroom procedures as required, create a well-focused organized learning environment and maintain discipline
- Follow through on lesson plans, review assignments and assign homework as directed

## **VOLUNTEER EXPERIENCE**

Palatine Community Health Fair, Palatine, IL  
Marketing Committee / Phlebotomist

May 20xx to Present

- Assist in meeting with community groups and media to promote events
- Perform phlebotomy procedures under medical supervision to test for diabetes and blood typing