

# Elizabeth Ramirez

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## PROFESSIONAL SUMMARY

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Detail-oriented Medical Laboratory Assistant with over eight years of experience in high-volume pathology departments. Proven track record in maintaining automated analyzers and ensuring 100 percent accuracy in specimen accessioning. Expert in LIMS data entry and biosafety protocols within CLIA-regulated environments.

## WORK EXPERIENCE

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### **Senior Medical Laboratory Assistant | Houston Methodist Hospital | Houston, TX**

*May 2018 - Present*

- Supervise the pre-analytical processing of 600+ daily specimens in a fast-paced Level 1 Trauma Center.
- Reduced specimen rejection rates by 22% through the development of a one-page labeling troubleshooting guide for nursing staff.
- Orchestrate the daily calibration and maintenance of Beckman Coulter automated chemistry analyzers.
- Lead a team of 4 junior assistants in maintaining 100% compliance with CAP and Joint Commission standards.
- Managed a reagent budget of \$120,000, achieving a 12% cost saving via improved inventory rotation.

### **Medical Laboratory Assistant II | Quest Diagnostics | Dallas, TX**

*Jun 2014 - Apr 2018*

- Performed accessioning and processing for a wide variety of biological samples including blood, swabs, and fluids.
- Maintained 99.9% data entry accuracy while utilizing the Horizon LIMS for tracking thousands of monthly orders.
- Coordinated the shipment of infectious substances following IATA regulations to specialized reference labs.
- Trained 10 new hires on molecular diagnostic pre-analytical workflows and safety procedures.
- Resolved 95% of specimen discrepancy issues within one hour of receipt.

### **Laboratory Assistant | Baylor Scott & White Health | Temple, TX**

*Aug 2011 - May 2014*

- Carried out routine clerical duties including result reporting and filing of pathology records.
- Monitored stock levels of reagents and consumables, ensuring zero downtime due to supply shortages.
- Assisted biomedical scientists with basic slide preparation and staining procedures for microbiology.
- Cleaned and sterilized laboratory glassware and equipment according to strict aseptic protocols.
- Facilitated the rapid processing of STAT orders, meeting 100% of turnaround time KPIs.

## EDUCATION

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### **University of Houston | Bachelor of Science | Biology**

*Aug 2007 - May 2011*

### **Texas Southern University | Associate of Applied Science | Medical Laboratory Technology**

*Aug 2005 - May 2007*

## SKILLS

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Specimen Accessioning, Centrifugation, Pipetting Techniques, Reagent Preparation, LIMS (Epic Beaker, Cerner Millennium), Analyzer Maintenance, HIPAA Regulations, OSHA Bloodborne Pathogens Standard, Quality Control (QC) Protocols, CLIA Guidelines, PPE Selection and Use

## CERTIFICATIONS

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Certified Medical Laboratory Assistant (CMLA) | American Medical Technologists (2012)  
Phlebotomy Technician Certification (CPT) | National Healthcareer Association (2011)

## LANGUAGES

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English (Native)  
Spanish (Fluent)

## ACTIVITIES

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### **ASCLS Annual Meeting**

Regular attendee of the American Society for Clinical Laboratory Science regional conferences.

### **Community Health Volunteering**

Volunteer for local blood drives and health screening events in the Houston area.

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CV example from guide at [vitae.so](http://vitae.so)