

# Elizabeth Ramirez

e.ramirez.lab@gmail.com | 713-555-0198

## PROFESSIONAL SUMMARY

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

### 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

### 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

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.