

STRENGTHS

- Specimen Integrity**
Careful collection practice protected specimen condition, and supervisors trusted documentation during each supervised handoff.
- Quality Control**
Analyzer checks and record reviews caught small issues early. That habit kept practice sessions consistent.
- Confidential Service**
Sensitive client information stayed organized and private. Respectful communication helped people feel heard during service.
- Record Accuracy**
File updates, forms, and payment entries received a second look. Discrepancies were resolved before processing.
- Operational Reliability**
Inventory checks and orderly work areas kept daily practice moving. Peers often relied on steady follow through.

SKILLS

- Specimen Collection
- Chain of Custody Drug Screening
- Analyzer Checks Quality Control
- Confidentiality Inventory Control
- Data Entry Customer Service
- Record Review
- Payment Processing Policy Review
- Client Communication
- File Maintenance
- Supply Monitoring

SUMMARY

Early career laboratory support candidate with one year of supervised experience in specimen collection simulation, chain of custody, **drug screening workflow**, **quality control**, confidentiality, inventory, computer records, payments, and customer service. Practical training includes analyzer checks, accurate documentation, policy and procedure review, discrepancy resolution, and organized file maintenance. Court screening lab work developed careful handling habits for sensitive records and **specimen integrity**. Client service practice strengthened communication with supervisors, coworkers, customers, and **authorized stakeholders**. Reliable daily execution includes reviewing supplies, updating records, supporting payments, and keeping work areas orderly. Comfortable with indoor and outdoor assignments, changing terrain, physical requirements, background screening, and drug testing. Ready to contribute dependable service, accurate records, and sound judgment in a laboratory support setting.

EDUCATION

High School Diploma
Jefferson Davis High School GPA: 3.5 2023 Montgomery, AL
Coursework: Biology, Health Science, Computer Applications, Workplace Communication

TECHNICAL SKILLS

- **Specimen Screening:** Urine specimen collection, drug screening workflow, specimen integrity
- **Chain of Custody:** Chain of custody forms, custody documentation, specimen handoff
- **Analyzer Operations:** Analyzer calibration, operating condition checks, screening runs
- **Quality Control:** Quality control standards, control observations, result review
- **Records Management:** Computer files, client lists, record updates
- **Office Applications:** Data entry, scanners, workflow tools
- **Confidentiality:** Confidential records, privacy practices, authorized disclosure
- **Inventory Operations:** Inventory monitoring, stored supplies, supply tracking
- **Payment Administration:** Program payments, transaction review, payment records
- **Service Communication:** Customer service, stakeholder communication, client support
- **Policy Compliance:** Policies and procedures, documented processes, compliance review
- **Safety Practices:** OSHA standards, sanitation procedures, workplace safety

EXPERIENCE

- Court Screening Lab Trainee**
Community Justice Training Lab January 2026 to August 2026 Montgomery, AL
- Supported supervised court screening simulations across specimen handling, chain of custody, quality control, records, payments, inventory, and customer service. Followed documented procedures, protected sensitive information, reviewed work for accuracy, and communicated with supervisors and stakeholders during daily operations.
- Collected simulated **urine specimens** using documented procedures and preserved specimen integrity.
 - Completed **chain of custody forms** and corrected documentation discrepancies before handoff.
 - Checked **analyzer** readiness and recorded quality control observations during supervised screening practice.
 - Updated **computer files**, **client lists**, inventory records, and payment documentation with care.
 - Communicated with supervisors and authorized stakeholders about requirements, status, and follow up.
 - Organized supplies and work areas while following **confidentiality**, sanitation, and safety procedures.

- Client Services Assistant**
Community Service Practicum September 2025 to December 2025 Montgomery, AL

LANGUAGES

English	Native
Spanish	Beginner

MY CAREER

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MONTHS

- Provided supervised client service support involving confidential records, computer updates, payment documentation, inventory checks, policy review, and stakeholder communication. Built dependable habits for accurate processing, respectful service, issue resolution, and consistent adherence to established procedures.
- Reviewed client records for completeness and resolved discrepancies before supervised processing.
 - Updated **computer files** and maintained organized documentation for timely record retrieval.
 - Tracked **stored supplies** and reported **inventory** needs during routine service activities.
 - Processed supervised payment records while protecting confidential client information.
 - Answered client questions and shared clear updates with authorized service stakeholders.
 - Followed indoor and outdoor assignment procedures across changing work areas and conditions.

PROJECTS

Specimen Integrity Practice 📅 2026

Completed supervised practice focused on urine specimen collection, chain of custody, confidentiality, documentation accuracy, and quality control. Work connected careful handling with reliable court screening records.

Client Records and Inventory Review 📅 2025

Organized supervised client files, supply records, payment documentation, and policy notes. Practice showed how orderly information supports respectful service and consistent daily operations.

LEADERSHIP & AWARDS

- Workforce Readiness Recognition, 2026, received for dependable preparation and workplace conduct.
- Perfect Attendance Award, 2026, recognized consistent participation and reliable follow through.

CERTIFICATIONS

- OSHA 10 Hour General Industry 📅 2026
- Adult and Pediatric First Aid, CPR, AED 📅 2026

PROFESSIONAL AFFILIATIONS

- Peer Practice Coordinator, 2026, supported classmates during supervised laboratory workflow exercises.
- Community Service Volunteer, 2025, contributed respectful client support and organized service activities.

ADDITIONAL INFORMATION

Work Status : Authorized to work in United States. No sponsorship required.

REFERENCES

AVAILABLE ON REQUEST