

# Elena Ponce

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## SUMMARY

Detail-oriented Laboratory Medical Technologist with over 2 years of clinical laboratory experience. Proficient in performing culture and susceptibility testing, specimen processing, and conducting a wide range of analyses with precision. Skilled in utilizing industry-standard methodologies and instrumentation to deliver results exceeding quality expectations. Strong communicator able to foster collaboration between physicians, patients, and clinical staff to enhance workflows and overall patient care significantly. Eager to bring this expertise and commitment to innovative health practices at Innovative Health Labs.

## EXPERIENCE

**Laboratory Medical Technologist** June 2024 - Present  
University Research Lab Chicago, IL

- As a Laboratory Medical Technologist, conducted comprehensive chemical analyses on biological specimens supporting various clinical research initiatives. Ensured compliance with safety regulations through stringent implementation of quality control measures and troubleshooting instrumentation errors.
- Analyzed complex biochemical samples, contributing valuable data to research outcomes.
  - Conducted phlebotomy procedures, accurately collecting and labeling diverse sample types for timely analysis.
  - Collaborated regularly with clinical staff to address inquiries about specimen processing, fostering effective communication.
  - Utilized EPIC for precise data entry, validating sample receipt while ensuring accurate reporting.
  - Participated actively in safety and infection control activities, maintaining a clean laboratory environment.
  - Served as a mentor to junior staff on best practices for equipment handling and maintenance.

**Laboratory Assistant** January 2023 - May 2024  
Health Innovations Lab Evanston, IL

- Assisted in rapid testing protocols and the processing of clinical specimens, playing a pivotal role in facilitating timely and accurate patient diagnoses. Active engagement in team dynamics contributed to smoother operational workflows.
- Supported the execution of clinical testing processes, improving efficiencies in specimen turnaround times.
  - Monitored inventory levels meticulously, ensuring no disruptions occurred due to supply shortages.
  - Trained new laboratory personnel on safety protocols and proper equipment utilization, enhancing workplace safety awareness.
  - Maintained detailed logs of specimen handling and results to ensure data integrity.
  - Engaged constructively with team members, creating a supportive and collaborative working atmosphere.
  - Devised solutions for streamlining laboratory operations, leading to improved analysis accuracy and efficiency.

## LEADERSHIP & AWARDS

- Dean's List, City College of Chicago, 2024
- Academic Excellence Award in Medical Laboratory Science, City College of Chicago, 2025

## EDUCATION

**Associate of Applied Science** 2026  
City College of Chicago GPA: 3.8 Chicago, IL  
*Coursework: Microbiology, Hematology, Clinical Chemistry, Laboratory Safety*

## CERTIFICATIONS

- Certified Medical Laboratory Technician (CMLT)  2026
- Basic Life Support Certification  2025

## TECHNICAL SKILLS

- Laboratory Instrumentation:** Automated Analyzers, Microscopes, Centrifuges
- Specimen Collection Techniques:** Venipuncture, Capillary, Urine Testing
- Software Expertise:** EPIC, Microsoft Office, Laboratory Information Systems
- Quality Control Methods:** Statistical Quality Control, Process Improvement Techniques, Regulatory Compliance
- Safety Protocols:** OSHA Standards, Infection Prevention Measures, Hazardous Material Handling
- Test Analysis Skills:** Culture Techniques, Susceptibility Testing, Biochemical Assays

- **Communication Tools:** Verbal Communication, Written Documentation, Interdepartmental Review Processes
- **Inventory Management:** Supply Chain Coordination, Stock Monitoring, Waste Disposal Protocols
- **Emergency Response Training:** First Aid, CPR, Emergency Protocol Compliance
- **Project Management Tools:** Task Lists, Scheduling Software, Team Collaboration Platforms

## SKILLS

- Clinical Analysis
- Microsoft Office
- Instrumentation Calibration
- Information Management
- Phlebotomy
- Effective Communication
- Troubleshooting
- Safety Procedures
- EPIC System
- Time Management
- Data Entry
- Technical Writing
- Quality Control
- Specimen Processing
- Laboratory Techniques
- Team Collaboration

## PROFESSIONAL AFFILIATIONS

- Member, American Society for Clinical Pathologists (ASCP)
- Volunteer, Local Health Clinic

## LANGUAGES

- English (Native)
- Spanish (Proficient)

## ADDITIONAL INFORMATION

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

## REFERENCES

AVAILABLE ON REQUEST