

Elena Ponce

Laboratory Medical Technologist

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 123 Main Street, Chicago, IL 60601

STRENGTHS

- **Chemical Analysis Expertise**
Demonstrated proficiency in analyzing biological specimens using advanced techniques, always aiming for thorough understanding.
- **Strong Communicator**
Built trust through clear communication with clinical teams and patients, often sought after for clarifying complicated test results.
- **Quality Control Advocate**
Implemented and monitored quality control measures, consistently prioritizing lab operations integrity and patient safety.
- **Collaboration Enthusiast**
Consistent team player, engaged others' input on various projects that enhanced workflow efficiency and morale.
- **Proficient in EPIC System**
Expertly utilized EPIC for seamless integration of patient data and results reporting, markedly reducing errors.

SKILLS

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

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

University Research Lab

 June 2024 - Present

 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

Health Innovations Lab

 January 2023 - May 2024

 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

City College of Chicago

 GPA: 3.8

 2026

 Chicago, IL

Coursework: Microbiology, Hematology, Clinical Chemistry, Laboratory Safety

Technical Writing

Team Collaboration

LANGUAGES

English Native

Spanish Proficient

MY CAREER



● Laboratory Medical Technologist at University Research Lab (2.1 Years)

● Laboratory Assistant at Health Innovations Lab (1.3 Years)

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

PROFESSIONAL AFFILIATIONS

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

ADDITIONAL INFORMATION

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

REFERENCES

AVAILABLE ON REQUEST