



Mary Hubbard

Phlebotomist Lab Assistant I

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SUMMARY

Detail-oriented Phlebotomist Lab Assistant with comprehensive training in specimen collection and processing. Proven track record in delivering excellent customer service, managing laboratory operations, and collaborating with healthcare teams for effective patient and specimen management. Experienced in various laboratory management systems and techniques that streamline processes. Committed to maintaining high standards of care while ensuring safety and comfort during venipunctures. Excited to contribute to a leading health system dedicated to exceptional laboratory services, ready to apply strong organizational skills and attention to detail.

EDUCATION

Certificate in Phlebotomy

Carmel Community College 🎓 GPA: 4.0 📅 2026 📍 Carmel, IN

Coursework: Phlebotomy basics, Patient handling, Specimen collection, Safety protocols

TECHNICAL SKILLS

- **Laboratory Equipment:** Centrifuge, Hematology Analyzer, Microscope
- **Software Tools:** LabWare, Epic, Meditech
- **Communication Tools:** Microsoft Office, Slack, Zoom
- **Safety Procedures:** Biosafety Guidelines, Infection Control, Personal Protective Equipment
- **Quality Control Standards:** ISO 15189, CAP Accreditation, CLIA Regulations
- **Data Analysis Tools:** SPSS, SAS, Excel
- **Training Materials:** Phlebotomy Handbook, Safety Protocol Manuals, Online Courses
- **Regulatory Compliance:** HIPAA Regulations, OSHA Standards, AABB Requirements
- **Patient Interaction Skills:** Empathy Training, Conflict Resolution, Customer Service Techniques
- **Project Management Tools:** Trello, Asana, JIRA

EXPERIENCE

Phlebotomy Student

University Project 📅 January 2026 - June 2026 📍 Carmel, IN

As a Phlebotomy Student, developed hands-on experience through over 100 supervised venipuncture procedures. Managed specimen processing using lab management systems, contributing to workflow efficiency and patient satisfaction. Collaborated with peers to establish best practices that improved specimen handling procedures within the lab environment. Engaged in training initiatives, enhancing not only technical skills but also building teamwork. Participated in quality assurance efforts, ensuring compliance with industry standards.

- Conducted over 100 venipuncture procedures, focusing on patient comfort and safety.
- Managed order entry and specimen processing with efficient lab management tools.
- Collaborated with peers to prioritize best practices for specimen collection.
- Assisted in mentorship programs to train fellow students in key phlebotomy techniques.
- Participated in quality assurance reviews to maintain laboratory standards.
- Engaged in workshops aimed at improving patient communication and interpersonal skills.

Laboratory Intern

Academic Research 📅 September 2025 - December 2025 📍 Carmel, IN

In this role as a Laboratory Intern, assisted with research tasks focused on collecting biological samples and analyzing clinical outcomes. Gained valuable experience in managing laboratory protocols and adhering to compliance requirements. Contributed actively to team discussions about research methodologies and findings. Developed data management skills that were crucial during detailed project presentations.

- Assisted with biological sample collection for clinical research initiatives.

STRENGTHS



Empathy

Cultivated compassion when dealing with patients, making them feel comfortable during procedures.



Collaboration

Regularly worked in teams, fostering a collective approach to enhance patient care and laboratory practices.



Communication

Demonstrated effective verbal communication skills, both in patient interactions and team meetings.



Organization

Applied strong organizational tactics that led to efficient specimen processing and order entries.



Attention to Detail

Maintained high levels of accuracy in data collection and processing, playing a vital role in research reliability.

SKILLS

Venipuncture Specimen Processing

Customer Service

Laboratory Management Systems

Attention to Detail

Team Collaboration Order Entry

Quality Assurance

Data Management

Patient Interaction

Communication Skills

Technical Skills Record Keeping

Interpersonal Skills

Compliance Standards

Safety Protocols

LANGUAGES

English Native

Spanish Intermediate

MY CAREER



● Phlebotomy Student at University Project (5 Months)

● Laboratory Intern at Academic Research (3 Months)

- Maintained strict records of specimens to meet regulatory research standards.
- Contributed ideas and insights during collaborative team meetings regarding project results.
- Enhanced data entry practices utilizing laboratory-specific software systems.
- Presented research outcomes effectively at a university symposium.
- Gained practical experience handling lab equipment per standard operating procedures.

LEADERSHIP & AWARDS

- Dean's List, Carmel Community College (2025)
- Participant, Statewide Phlebotomy Competition (2026)

CERTIFICATIONS

- CPR and First Aid Certification 📅 2026
- Phlebotomy Technician Certification 📅 2026

PROFESSIONAL AFFILIATIONS

- Member, Health Sciences Club, Carmel Community College
- Volunteer, Local Health Fair

ADDITIONAL INFORMATION

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

REFERENCES

AVAILABLE ON REQUEST