

Mary Hubbard

☎ (317) 555-0123

✉ mary.hubbard@example.com

🌐 linkedin.com/in/maryhubbard

📍 123 Main Street, Carmel, IN 46032

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

2026

Carmel Community College GPA: 4.0

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

SKILLS

- | | | | |
|---------------------------------|-----------------------|------------------------|------------------------|
| • Venipuncture | • Attention to Detail | • Data Management | • Record Keeping |
| • Specimen Processing | • Team Collaboration | • Patient Interaction | • Interpersonal Skills |
| • Customer Service | • Order Entry | • Communication Skills | • Compliance Standards |
| • Laboratory Management Systems | • Quality Assurance | • Technical Skills | • Safety Protocols |

EXPERIENCE

Phlebotomy Student

January 2026 - June 2026

University Project

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

September 2025 - December 2025

Academic Research

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.
- 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

LANGUAGES

- English (Native)
- Spanish (Intermediate)

ADDITIONAL INFORMATION

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

REFERENCES

AVAILABLE ON REQUEST