

Josephine Simpson

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SUMMARY

Early career specimen processing candidate with supervised veterinary laboratory, practicum, and academic project experience. Reviews **diagnostic submissions**, compares forms with identifiers, classifies specimens, protects viability, and routes materials under **Standard Operating Procedures**. Enters animal, client, specimen, and test information through multi screen database workflows, then completes **confirmation steps** and visual checks. Uses veterinary and medical terminology during triage, discrepancy review, special handling exercises, and escalation. Training includes Biological Safety, Medical Waste, Chemical Hygiene and Laboratory Safety, Security Awareness, protective equipment, waste segregation, labeling, scanning, inventory, cleaning, and courier support. Working knowledge includes MS Word, MS Excel, Windows, file management, **password secured environments**, and database software. Communicates clearly with laboratory personnel, clients, and delivery services while supporting accurate, organized intake during changing volume.

EDUCATION

Certificate in Medical Laboratory Support
Grand Rapids Community College GPA: 4.0
Coursework: Veterinary terminology, medical terminology, specimen handling, laboratory safety

2026
Grand Rapids, MI

TECHNICAL SKILLS

- **Laboratory Intake:** Package receipt, submission review, specimen routing
- **Specimen Handling:** Specimen classification, sample triage, viability protection
- **Veterinary Terminology:** Animal records, veterinary terminology, medical terminology
- **Data Entry Systems:** Multi screen systems, database workflows, confirmation steps
- **Microsoft Office:** MS Word, MS Excel, spreadsheet tracking
- **Windows Operations:** Windows, file management, password secured environments
- **Safety Training:** Biological Safety, Medical Waste, Chemical Hygiene
- **Laboratory Practices:** Laboratory Safety, Standard Operating Procedures, protective equipment
- **Document Services:** Labeling, scanning, filing, copying
- **Materials Support:** Inventory stocking, product preparation, supply restocking
- **Communication Support:** Customer service, written communication, oral communication
- **Delivery Operations:** Courier duties, delivery services, mail room work

SKILLS

- | | | | |
|---------------------------|--------------------------|---------------------------------|---------------------|
| • Specimen processing | • Veterinary terminology | • Standard Operating Procedures | • Windows |
| • Diagnostic submissions | • Medical terminology | • EHS practices | • Database software |
| • Specimen classification | • Laboratory data entry | • MS Word | • File management |
| • Sample triage | • Multi screen systems | • MS Excel | |

EXPERIENCE

Veterinary Diagnostic Specimen Processing Trainee
University Research Lab

January 2026 - Present
Grand Rapids, MI

Supports supervised veterinary diagnostic intake through form review, specimen classification, multi screen data entry, discrepancy escalation, safe handling, and supply coordination. Contributes within a laboratory team while following Standard Operating Procedures and required safety practices.

- Reviewed **submission forms**, identifiers, specimen condition, and **requested tests** before routing supervised diagnostic materials.
- Entered animal and test records through multi screen workflows, then verified fields during confirmation checkpoints.
- Classified common specimens with veterinary terminology while protecting viability under **Standard Operating Procedures**.
- Documented intake discrepancies and requested clarification from **laboratory personnel** before submissions advanced toward testing.
- Applied **Biological Safety**, Medical Waste, Chemical Hygiene and Laboratory Safety, and **Security Awareness** practices.
- Maintained labels, scans, supplies, clean areas, and package movement during changing laboratory volume.

Veterinary Specimen Intake Practicum
Student Lab

September 2025 - December 2025
Grand Rapids, MI

Completed supervised practicum exercises covering package receipt, submission comparison, specimen routing, database entry, customer service scenarios, document preparation, inventory tracking, and safe laboratory support.

- Compared incoming packages with submission documents during supervised receipt and routing exercises.
- Entered animal, specimen, client, and test details in Windows training software for instructor review.
- Applied **medical terminology** during **specimen classification** and escalated uncertain cases through supervised review.
- Practiced client service responses for incomplete forms, **special handling** questions, and delivery concerns.
- Created **MS Word** records and **MS Excel** trackers for specimen logs, inventory, and quality checks.
- Performed cleaning, waste segregation, **labeling**, scanning, and supply restocking during intake simulations.

Veterinary Laboratory Workflow Student

January 2025 - May 2025

Academic Research

Grand Rapids, MI

Completed a supervised academic workflow study focused on diagnostic submission intake, classification, test request entry, quality checks, escalation paths, and safe processing decisions for mock veterinary cases.

- Mapped **diagnostic submissions** from package receipt through classification and test request entry.
- Built 120 mock submissions in Excel for completeness, specimen type, testing, and routing review.
- Created confirmation exercises that required **visual verification** before records advanced for review.
- Researched veterinary and **medical terminology**, then organized a practical classification reference guide.
- Tested missing identifiers, **special handling**, multiple animal submissions, and courier exceptions during class exercises.
- Presented workflow findings to faculty and classmates, explaining safe processing through **Standard Operating Procedures**.

PROJECTS

Diagnostic Intake Workflow Study 📅 2025

Created a mock veterinary diagnostic intake model covering package receipt, specimen classification, test selection, confirmation, discrepancy escalation, and courier exceptions. Built 120 Excel records and presented quality control findings during supervised coursework.

LEADERSHIP & AWARDS

- Dean's List, 2025
- Laboratory Skills Achievement Recognition, 2026
- Peer Lab Safety Volunteer Recognition, 2025

CERTIFICATIONS

- Laboratory Safety and Chemical Hygiene 📅 2026
- Biological Safety and Medical Waste 📅 2026

PROFESSIONAL AFFILIATIONS

- Peer Lab Safety Volunteer, 2025 to 2026
- Campus Science Outreach Volunteer, 2026

LANGUAGES

- English (Native)
- Spanish (Intermediate)

ADDITIONAL INFORMATION

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

REFERENCES

AVAILABLE ON REQUEST