

# Josephine Simpson

## Specimen Processing Assistant

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📍 Grand Rapids, MI 49503

### STRENGTHS

- ✔ **Accurate Intake**  
During supervised case entry, compared identifiers and requested tests before routing. Visual checks helped catch incomplete fields.
- ♥ **Safe Handling**  
Applied protective equipment and laboratory safety practices during specimen exercises. Calm habits kept work areas organized.
- 🗣 **Clear Escalation**  
When forms lacked information, documented discrepancies and sought laboratory guidance. This kept uncertain cases moving safely.
- ✂ **Flexible Support**  
Shifted between scanning, labeling, inventory, cleaning, and intake exercises as volume changed. Each task received steady attention.
- 👥 **Helpful Teamwork**  
Supported classmates during workflow exercises and safety activities. Peers often asked for help with records and procedures.

### SKILLS

Specimen processing

Diagnostic submissions

Specimen classification

Sample triage

Veterinary terminology

Medical terminology

Laboratory data entry

Multi screen systems

Standard Operating Procedures

EHS practices   MS Word   MS Excel

### 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 📅 2026 📍 Grand Rapids, MI

**Coursework:** *Veterinary terminology, medical terminology, specimen handling, laboratory safety*

### 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

### 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.

Windows Database software

File management

## LANGUAGES

English Native

Spanish Intermediate

## MY CAREER



● Veterinary Diagnostic Specimen Processing Trainee at University Research Lab (8 Months)

● Veterinary Specimen Intake Practicum at Student Lab (3 Months)

● Veterinary Laboratory Workflow Student at Academic Research (4 Months)

## 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

Academic Research 📅 January 2025 - May 2025 📍 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

## **ADDITIONAL INFORMATION**

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

## **REFERENCES**

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AVAILABLE ON REQUEST