

AILEEN JOY S. DE VERA

LICENSED LABORATORY TECHNICIAN

Address: Bilucao, Malvar, Batangas

Contact no.: 0991-7273526

Email: aileenjoydevera.va2020@gmail.com



PROFILE:

Experienced Lab Technician, Phlebotomist and Clinic Manager with more than 10 years work experience. Open to opportunities to apply knowledge and experience regarding the best methods for producing accurate and valuable work results. Detail-oriented medical professional in search of a position where management and technical skills can be utilized in a clinical setting.

PROFESSIONAL EXPERIENCE

Clinic Manager

Labxpert Medical and Diagnostic Clinic

June 2022- December 2023

- Overseen the day-to-day operations of a company or organization to ensure the smooth running of business.
- Allocated and Managed resources including budget, manpower, (personel to work on onsite projects and inhouse staff scheduling) equipment and materials to optimize productivity and minimize cost.
- Supervised and provided guidance to the operational team members.
- Conducted regular performance evaluations.
- Negotiated contract to the suppliers.
- Conducted purchasing of supplies and every needs of the facility.
- Coordinated with sales and marketing to align with customers service and demands.
- Ensured compliance with legal, regulatory and safety requirements,
- Addressed and resolved client complaints or issues in a timely and professional manner.

Senior Phlebotomist and Senior Client Service Representative

St. Francis Cabrini Medical Center Maharlika H way Sto.tomas Batangas

October 2016 - September 2020

- Collected blood samples from the patients following proper venipuncture techniques.
- Verified patient information and ensure accurate labelling samples.
- Interacted with patients in a professional and compassionate manner.

Laboratory Technician/Microscopist/ Phlebotomist

American Bio Clinical Laboratories International St.Francis Cabrini Medical Center

February 2011 to January 2015

- Performed AFB staining and reading.
- Performed blood extraction and proper labelling.
- Performed routine laboratory test in clinical mucroscopy, hematology and handling chemistry machine.

Phlebotomist

Friendly Hills Medical Services Inc.

July 2008 - January 2011

- Blood collection both in patients and opd .
- Proper handling of specimens and send outs.
- Executed duties in blood donation process.

EDUCATION**BACHELOR OF SCIENCE IN MEDICAL TECHNOLOGY**

TRINITY UNIVERSITY OF ASIA

2004 – March 2007 (Graduated)

BACHELOR OF SCIENCE IN MEDICAL TECHNOLOGY

FAR EASTERN UNIVERSITY

2002-2004

SKILLS

- Team Leader, Goal Setter, Motivator
- Effective Communication with patients, staff and healthcare providers
- Effective Managing Clinic's resources, including staff and patients appointments and ordering supplies.
- Ability to handle multiple deadlines, conflicting priorities, or a high-volume workload
- Strong Organizational Skills
- Strong Analytical Skills
- Attention to detail
- MS Offices: Intermediate Skills in MS Word and Excel

CHARACTER REFERENCES

Available upon request.

I hereby certify that the above information is true and correct to the best of my knowledge and belief.

AILEEN JOY S. DE VERA