

ANNE LANKFORD

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CAREER OBJECTIVE

I have spent the past 15 years working in the medical field, learning valuable data entry and customer service skills. I have several years of work-related experience on computers, including using Microsoft Word Processing systems, Excel Spreadsheet Programs, and Email Systems. I am working on my BS in Data Analytics with Southern New Hampshire University. I am a quick learner who brings brilliant analytical skills, extensive knowledge of operations, and superb data organizational abilities to help your company and clients achieve their goals, mission, and values.

EXPERIENCE

Sentara Norfolk General Hospital

Norfolk, VA

Clinical Laboratory Assistant

Sep 2007 - May 2020

- Set up, maintain, calibrate, clean, and test sterility of medical laboratory equipment.
- Collect blood or tissue samples from patients, observing principles of asepsis to obtain blood samples.
- Obtain specimens, cultivate, isolate, and identify microorganisms for analysis.
- Supervise or instruct other technicians or laboratory assistants.

EDUCATION

SOUTHERN NEW HAMPSHIRE UNIVERSITY

Manchester, NH

(Bachelor of Science (BS) Data Analytics w/conc. in Project Management and a Minor in Applied Mathematics
(Expected graduation Apr 2023)

- **GPA:** 4.0
- **Relevant Coursework:** Applied Statistics II
- **Awards & Honors:** Honor Roll 2021, 2022

THOMAS NELSON COMMUNITY COLLEGE

Virginia Beach, VA

Certificate Program CompTIA Network+ (Mar 2017)

- **GPA:** 4.0
- **Relevant Coursework:** CompTIA Network+

TIDEWATER COMMUNITY COLLEGE

Virginia Beach, VA

HealthIT Certification HealthIT (Apr 2005)

- **GPA:** 4.0
- **Relevant Coursework:** Project Management, Quality and Productivity Management, Computers and Information Systems, Studies in Professional Training, Topics in EHR Development

UNIVERSITY OF SOUTHERN MAINE

Portland, ME

Biology (Jan 2004)

- **GPA:** 4.0
- **Relevant Coursework:** Microbiology II

CALIFORNIA STATE UNIVERSITY FRESNO

Fresno, CA

Completed 151 credit hours towards a Bachelor of Science (B.S.) Molecular Biology (Jan 2004)

- **GPA:** 3.8
- **Awards & Honors:** Honor Roll, Biology Scholarship Award
- **Extracurricular Activities:** Genetics Internship

WEST HILLS COMMUNITY COLLEGE

Lemoore, CA

Associate in Science (A.S.) Biology (Jan 2001)

- **GPA:** 4.0
- **Relevant Coursework:** Pre-Calculus
- **Awards & Honors:** Honor Roll, Presidential Honor Roll

ETON TECHNICAL INSTITUTE

Seattle, WA

Medical Assistant Certificate Clinical Medical Assisting (Mar 1991)

- **GPA:** 4.0

ADDITIONAL SKILLS

- Excellent customer service
- Complex problem solver
- Statistical analysis
- Excellent lab practices
- Strong medical ethics
- Electronic Medical Record (EMR) software ICD-10 coding knowledge
- Basic Python/R/SQL coding
- Attention to detail
- Qualified in specimen collection/processing
- Data Entry
- General office duties
- Experience with Microsoft Excel, PowerPoint, Word, and Access
- Great team player
- Self-starter

WEBSITES

LINKEDIN:

<https://www.linkedin.com/in/anne-lankford-6594b449/>

PROFESSIONAL PORTFOLIO:

<https://annelankford.wixsite.com/lankford>

HONOR SOCIETY:

<https://www.alphasigmambda.org/>