

MARIA M. FEBO

514 South ST. New Britain, CT 06051 Phone (860)604-6171/ email: maggee20@gmail.com

OBJECTIVE

Motivated and knowledgeable Laboratory assistant with 20 + years of extensive experience in preparing specimen samples, maintaining various professional lab equipment and tools, completing lab reports. Vast knowledge of medical terminology. Possess excellent research and observation skills, as-well-as, important time management abilities.

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EXPERIENCE

2021-Present DPH Lab
Laboratory Assistant 2

Rocky Hill, CT

- Keep an open line of communication with hospital staff regarding questions concerning lab results.
- Maintain and manage various professional lab equipment and tools.
- Prepared all specimen samples for analysis.
- Produced, edited lab reports and entered MS Excel and MS Word.
- Maintain a clean and organized work environment.
- Perform the pre analytical phase of testing by centrifuging and aliquoting samples.
- Monitor and maintain appropriate inventory levels of supplies and reagents.
- Perform data entry of rabies submission forms.
- Attend infection control and biosafety training.

2016-2021 DPH Lab
Laboratory Assistant 1

Rocky Hill, CT

- Keep an open line of communication with hospital staff regarding questions concerning lab results.
- Maintain and manage various professional lab equipment and tools.
- Prepared all specimen samples for analysis.
- Produced, edited lab reports and entered MS Excel and MS Word.
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2005-2016 UCHC

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EDUCATION

2017-Present
▪ Public Health Program

Goodwin colleg

1994-1997
▪ Medical Assistant Program, CPR, and Phleboto
▪ Diploma & Certification

Connecticut Busin

SKILLS

- Ability to professionally handle public contact, confidential information and maintain effective workflow.
- Extensive knowledge working with MS Outlook and MS Word.
- Ability to work independently in a busy setting.
- Excellent organizational and interpersonal skills.
- Knowledge of Medical Terminology.
- Ability to learn new skills and update existing skills continually.

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Dear sir/Madame:

Please accept this letter and enclosed resume as an expression of my interest with your organization.

I have been in the medical field for over 20 years now. I have worked almost every aspect of the field, from nursing homes, to hospitals and laboratories. I am accustomed to a fast-paced environment, where deadlines are a priority and handling multiple jobs simultaneously is the norm. I am very well organized, accurate, and productive with good problem-solving skills. I am a hard worker as well as fast learner who enjoys learning new things to advance my abilities. I enjoy a challenge and work hard to attain my goals. I am looking for a growth-oriented position and I am confident that with my abilities I can make a valuable contribution to your department.

Sincerely,

Maria M. Febo