

TRACYE DUNCAN

Meticulous, BLS-certified Phlebotomist with over a year of experience performing various blood drawing procedures. Adept at calming nervous patients and drawing blood samples safely. Skilled in specimen labeling and tracking, data entry, and report generation. Highly familiar with lab testing terminology and procedures and infection control protocols.

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(309) 111-1111

PROFESSIONAL EXPERIENCE

PHLEBOTOMIST

Proctor Hospital, Peoria, IL
January 2020 – Present

- Collecting quality blood specimens in a timely manner with 0% rejections to date
- Instructing patients and administering glucose solution to glucose tolerance testing
- Following age-specific guidelines for phlebotomy procedures, decreasing reported patient anxiety levels by 50%
- Following MMCI safety policies
- Performed CPR on three heart attack victims, saving their lives

PHLEBOTOMIST INTERN

Veteran's Administration Clinic,
Peoria, IL
November 2019

- Properly identified patients and chose the best method for drawing blood
- Selected gauge needles, prepared veins, and drew blood from patients through venipuncture and micro-collection
- Collected blood samples, labeled vials, and prepared specimens for transportation
- Maintained records of patient names and reported diagnostic findings to physicians and other practitioners
- Kept phlebotomy station organized and sanitized per OSHA guidelines

EDUCATION

Phlebotomist Certificate
Illinois Central College – East Peoria
Campus, Peoria, IL
September 2019 – November 2019

High School Diploma
Richwoods High School, Peoria, IL
May 2019

KEY SKILLS

- Venipuncture & micro-collection
- Quality assurance
- Equipment calibration
- Interpersonal skills
- MS Office Suite

CERTIFICATIONS

- Basic Life Support – American Red Cross, December 2019
- National Phlebotomy Association, December 2019