

Jeanne Marie Monroe

(555) 777-4411

6112 Sunnyside Drive, Apt. 201, Lake Orion, MI 48360

Objective: Acquisition of a part-time position as a Clinical Laboratory Technician with POH Medical Center

Education: Bachelor of Science, Biology, 3.65 GPA
Expected Graduation Date: May 2011
Oakland University, Rochester, MI 48309

Graduated Pinckney High School, 2006
Summa Cum Laude, 3.87 GPA

Relevant Course Work:

Biology I and II
Chemistry I and II
Genetics Lab

Biochemistry Lab
Physiology Lab
Cadaver Lab

Human Anatomy
Cell Biology
Biostatistics

Skills and Attributes:

- Expertise in collection, maintenance, and testing of bodily fluids and tissues.
 - Advanced knowledge of medical terminology and abbreviations.
 - Familiar with laboratory protocol (*i.e.*, sterilization processes, instrument preparation, record keeping.)
 - Friendly and team-oriented with outstanding dedication to exceptional patient care and relationship building
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Working Experience:

4/09- Present **Oakland University Research Laboratory, Rochester, MI**
Laboratory Research Assistant

- Actively involved with flu research involving test animals in a BSL3 negative pressure laboratory.

- Directly responsible for the care and euthanizing of test animals (as required,) sterilization of instrumentation and laboratory surfaces, labeling, and organization of samples.
- Received highest possible marks on first employee evaluation.

5/07- 5/08

Mountain Jack's Steakhouse, *Pontiac, MI*
Dining Hostess

- Greeted guests, organized events, and kept detailed records of parties, reservations, and cancellations.

Volunteer Experience:

9/07- Present

Oakland University Pre-Med Society, *Rochester, MI*
President, Communications Director, Member

- Won the position of President by popular election against four other qualified candidates in February 2009.
- Responsibilities included conducting meetings, counseling pre-medical students, organizing social events, and community outreach projects, as well as keeping meeting minutes and notes.
- Have had an increasingly active role since enrollment, steadily progressing in individual responsibility each successive year.

8/08- 3/09

Henry Ford Hospital, *Detroit, MI*
Research Associates Program
Research Intern

- Participated in a research and volunteer program designed for pre-medical students on an application basis.
- Increased enrollment in hospital research programs by taking part in a project that reassessed and improved patient interview and data base referencing techniques.
- Activities included: Screening patients through questionnaires; obtaining blood, urine, and skin samples under the supervision of nurses; shadowing doctors; and trauma room observations.