

# Jennifer Evenson

## Laboratory Assistant

Byron, MN

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To obtain a challenging position with a growth orientated company  
Authorized to work in the US for any employer

### WORK EXPERIENCE

#### Laboratory Assistant

Rochester, MN - 2011-08 - 2014-07

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- Data entry for patient specimen's
- Maintained proficiency in all data entry areas and applicable laboratory equipment
- Followed proper policy and procedure to ensure safety of patients according to HIPPA regulations

#### Direct Support Professional

Howry Residential Services - Rochester, MN - 2009-06 - 2011-07

Assist clients with daily living needs.

#### Program Coordinator

Rem River Bluffs - Rochester, MN - 2004-08 - 2009-05

Rochester, MN

- Manage all clients financial transactions and checkbooks, activities, and coordinated all medical appointments and transportation
- Managed 15-20 staff, managed scheduling, facilitated team meeting once a month and ensured company policy and procedure was followed
- Maintained a professional working relationship with, clients, case workers, guardians and staff at all times

### EDUCATION

#### Associate in Medical Assisting

Minnesota School of Business - Rochester, MN

2008 - 2010

### ADDITIONAL INFORMATION

- Medical terminology, medical insurance, medical records management (ICD-9 coding, alpha- and color coded filing systems, clinical and diagnostic procedure, medical office procedure, patient care science I and II
- CPR Certified, First Aid Certified, Certified Medical Assistant
- Pharmacology and medication administration, business communication, health care law and ethics, ekg and basic x-ray, laboratory techniques, human anatomy and physiology, phlebotomy