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# KELLY REETZ

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15170 Fishpoint Road SE, Prior Lake, MN 55372  
Home: 507-213-8588 • Cell: 507-213-8588  
kellyreetz22@gmail.com

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## SUMMARY

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- Strong organizational and detail-oriented skills
- Effectively handle multiple tasks simultaneously
- Demonstrated ability to acquire and apply knowledge rapidly
- Independent worker with minimal supervision and contribute to team
- High energy, competitive, trustworthy, and conscientious

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## SKILL HIGHLIGHTS

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- Strong medical ethic
- Enthusiastic caregiver
- Medical terminology knowledge
- Blood Withdrawal certification
- Problem resolution ability
- Patient/family focused
- Practiced in sterilization techniques
- Qualified in specimen collection/processing
- OSHA Regulations
- HIPPA compliance
- Phlebotomy

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## PROFESSIONAL EXPERIENCE

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### OSAKA HIBACHI AND SUSHI

Roseville, MN

**Server, hostess, trainer, part-time manager**

01/2009 to Current

### MEDTOX SCIENTIFIC

Saint Paul, MN

**Lab Assistant**

04/2012 to 06/2013

- Pipette samples into plate
- Aliquot samples for instrumentation
- Prepared the plate for extraction
- Completed clerical tasks
- Scanned bar codes and build work lists
- Prepared lab reagents, lab buffers and mobile phases
- Performed all duties accordingly to standard operating procedures and/or supervisory instructions

### STERLING MAINSTREET

Austin, MN

**Pharmacy assistant**

01/2003 to 01/2005

- Pharmacy: organized and stocked customers prescriptions, ran insurance papers
- Coffee Bar: made coffee drinks, and coffee bar foods
- Customer Service/Retail: worked registers, answered and transferred phone calls to appropriate department, performed returns, exchanges, designed and set up displays around the store.

### YMCA

Austin, MN

**Soccer Coach**

01/2002 to 01/2003

- Soccer Coach and youth motivator.

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## EDUCATION AND TRAINING

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**HIGH SCHOOL DIPLOMA: GED**

May 2005

**Austin High School, Austin, MN**

- Member of Student Council
- Senior Science Award
- Varsity Soccer Captain 2003-2005

- Austin Catholic Church Youth Leader

## BIOLOGY

**Bethel University** , White Bear Lake, MN

- Coursework In:
- Gen Biology
- Clinical Chemistry
- Microbiology
- Organismic Biology
- Invertebrate Biology
- Adaptation, Ecology, and Evolution

## PHLEBOTOMY TECHNICIAN

**Century College**, White Bear Lake, MN

- Phlebotomy methods, hands-on training, and practice
- Terminology
- Legal issues and patient rights
- Universal precautions and infection control
- Anatomy and physiology
- Equipment, including new safety devices and regulations
- Special techniques and tricks
- Record-keeping, QA, and regulatory agencies

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## CERTIFICATIONS

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Phlebotomy Certificate through NCCT

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## REFERENCES

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- Linda Wagener
- HealthEast Medical Laboratory
- Office: 651-232-6925
- Email: ljwagener@healtheast.org
- (Phlebotomy Instructor )
- Richard K
- Osaka Hibachi and Sushi
- Office: 651- -633-3188
- (Current Boss)
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