

LM 9/10

Monday 9/10 11:00 interview

* Reschedule *

Eric Grasdalen
2107 5th Ave SW
Rochester MN, 55902
Phone: 507-382-9666
Email: emac55901@gmail.com

Objective

Motivated, conscientious individual seeking Employment opportunities.

Accomplishments

- Great knowledge of computers, Microsoft Office, Excel, Word, Powerpoint, Access, Email, and internet.
- Well trained in Misys, Soft, Lab3, Mics last word, documents browser, and MGS.
- 7 years of experience in a laboratory setting at Mayo Clinic.
- Knowledge of laboratory techniques, equipment and safety.
- Great keyboarding skills.
- Very familiar with Windows XP, Windows 7 and Windows 8.
- Very dependable with work attendance.
- Experience in Supervising people and Management.
- Excellent working relations with the public and colleagues.
- Proven record of dependability, reliability and responsibility.
- Manager of food restaurant in Albert Lea at age 20.
- Excellent analytical and problem-solving skills.
- Very fast at learning new ideas and concepts.
- Can work very well in a fast pace environment.
- Great customer service skills.
- Work very well independently and within a team environment.
- Foreman at two different landscape companies.
- Very well trained to use skid loader and some experience with forklift.
- Extensive landscape experience and knowledge in the operation of various types of equipment and tools.

Employment History

5/2005-8/2005 By Design Mankato, MN
Foreman/Supervisor/Group leader

Hired as a Foreman. Supervise crew of about 5 people. Install retaining walls, patios, trees, brick edging, mulch, rock all general landscape duties. In charge of making sure all jobs were done right and to the best ability possible. In charge of driving skid loader and making sure all workers are working.

6/2000-8/2004 Dolans landscaping Austin, MN
Foreman/Group leader

In charge of small crew. Installed retaining walls, patios, ponds, brick edging, planting, trimming, etc. Also in charge of sod crew. Knowledge in all general landscape ideas and duties.

5/1998-12/2000 Subway Albert Lea, MN
Manager

In charge of running store. Supervise crew of about 5-8 people. In charge of hiring/firing, payroll, inventory. Excellent analytical and problem-solving skills. Very fast at learning new ideas and concepts and skills. Great customer service skills, In charge of work schedule, cleaning store, all mangament duties. Great customer service skills and management skills. Very well educated with computer skills including Microsoft office. Also very familiar with internet and how to use it.

12/2005-12-2007 Mayo Clinic Rochester, MN. Clinical Microbiology (Hilton building)
Laboratory Assistant

The laboratory assistant is responsible of biological (e.g blood and urine etc) specimen receipt, verification, handling and processing. The laboratory assistant is also responsible for facilitating the workflow by performing a variety of clerical, preprocessing, and housekeeping duties that include inventory. The laboratory assistant is also responsible to and receives direction from the laboratory management team. The laboratory assistant work s cooperatively with all Mayo clinic staff, external clients, students and visitors.

12/2007-Current Mayo clinic Rochester , MN Cytogenetics (Hilton building)

CP Data Assistant/Records Technician

Responsible for up-front specimen handling and computer data entry for laboratory specimens. This includes the medical reason for referral, assesment of the appropriateness of the test(s) ordered based upon established laboratory and medical algorithms and the patient and specimen demographics required for proper processing. Responsible for follow-up on all missing and incorrect information as dictated by out regulating agencies (CAP, NACLS, NYS) and as necessary to perform tests and report results. Responsibility for initiating test additions/test cancels based upon medical reason for referral. Responsible for final processing, reporting and release of laboratory results from the appropriate laboratory reporting system, to include accuracy of patient and specimen demographics, data entry and the scientific nomenclature. Assesses the appropriateness, grammer and punctuation of final reports. Facilitates the workflow of casework in and out of the laboratory and assists in quality improvement initiatives. Performs a variety of other support functions, as required for the efficient operation of the laboratory. Interaction with others including laboratory directors, referring physicians and clients, genetic counselors and supervisors using a variety of communication tools is required.

Education

2005 Minnesota State University-Mankato MN
Bachlors Degree in Education (focus on science) GPA 3.02

2001 Riverland Community College Austin, MN
Associates Degree in Applied Science GPA 3.05

1999 Alden-Conger High school Alden, MN
High school Diploma GPA 3.02

References can be provided upon request

CMG

Preliminary Questions

Name: Eric Grasdalen

Date: 09/16/2013

1. If hired, can we run a national background study?
2. If hired are you willing to take a drug test? *yes*
3. Are you able to work with soy, wheat, peanuts & milk? *yes*
4. Are you able to work with pork? *yes*
5. Which plant do you prefer? *will know when he comes in*
6. What shift do you prefer? *1*

If called for an interview please bring two forms of identification.

(Social Security Card, Birth Certificate, passport and license or permanent resident card)