

[First Last Name]

[City, State] | [email@example.com] | [Phone Number] | [LinkedIn URL]

PROFESSIONAL SUMMARY

Detail-oriented **Medical Laboratory Technician** with [X] years of experience performing routine and specialized clinical laboratory tests in high-volume hospital and outpatient settings. Proven ability to follow strict quality and safety protocols, maintain accurate documentation, and support timely diagnosis and treatment decisions. Skilled in operating and troubleshooting automated analyzers, managing specimens from collection to reporting, and collaborating with multidisciplinary healthcare teams. Known for reliability, precision, and strong adherence to CLIA, CAP, and HIPAA standards.

PROFESSIONAL EXPERIENCE

[Medical Laboratory Technician] | [Regional Medical Center]

[MM/YYYY] – Present

[City, State]

- Perform routine hematology, chemistry, urinalysis, and coagulation testing on [Instrumentation/Analyzer Names] for an average of [X] patient samples per shift, consistently meeting department turnaround time goals of [X]% or greater.
- Verify, document, and communicate critical values to providers within [X] minutes, supporting rapid clinical decision-making and contributing to a [X]% reduction in delayed result notifications.
- Conduct daily quality control, calibration, and basic troubleshooting of analyzers, identifying and resolving instrument issues to minimize downtime and maintain compliance with **CLIA** and **CAP** requirements.

[Clinical Laboratory Assistant / Medical Laboratory Technician] | [Community Health Laboratory]

[MM/YYYY] – [MM/YYYY]

[City, State]

- Processed and accessioned [X]+ specimens per day (blood, urine, swabs, body fluids), ensuring correct patient identification, labeling, and routing to appropriate departments with a specimen rejection rate below [X]%
- Assisted in microbiology workflows, including plating specimens, preparing culture media, and performing preliminary Gram stains, supporting accurate organism identification and antimicrobial susceptibility testing.
- Maintained inventory of reagents and consumables, monitored expiration dates, and prepared basic reagents and stains according to standard operating procedures, reducing stockouts and wastage by approximately [X]%

EDUCATION & CERTIFICATION

[Associate of Applied Science in Medical Laboratory Technology] | [Name of College]

[MM/YYYY] – [MM/YYYY]

[City, State]

- Relevant Coursework: Clinical Chemistry, Hematology, Microbiology, Immunology/Serology, Phlebotomy, Urinalysis, Laboratory Operations & Quality Assurance.
- Clinical Practicum: Completed [X]-hour clinical rotation at [Affiliated Hospital/Clinic], performing supervised testing and instrument operation in core laboratory departments.

[MLT (ASCP) or Equivalent Certification] | [Certifying Body]

[MM/YYYY] – Present

Certification ID: [ID Number]

SKILLS

Technical & Laboratory Skills

- Clinical testing: Hematology, Chemistry, Urinalysis, Coagulation, Basic Microbiology
- Instrumentation: [Hematology Analyzer], [Chemistry Analyzer], [Coagulation System], [Urinalysis Analyzer]
- Quality & Compliance: CLIA, CAP, Joint Commission, QC/QA procedures, proficiency testing

- Specimen handling: Phlebotomy, specimen processing, centrifugation, aliquoting, storage
- Laboratory Information Systems (LIS): [LIS Name], EHR integration, result entry and verification

Professional & Interpersonal Skills

- Attention to detail and strong documentation accuracy
- Time management in high-volume, fast-paced environments
- Collaboration with nurses, physicians, and laboratory staff
- Problem-solving and basic instrument troubleshooting
- Commitment to patient safety, confidentiality, and infection control

SELECTED PROJECTS & CONTRIBUTIONS

[Specimen Rejection Reduction Initiative] | [Regional Medical Center]

[MM/YYYY] – [MM/YYYY]

- Reviewed specimen rejection trends and collaborated with nursing staff to update labeling and collection guidelines, contributing to a [X]% decrease in mislabeled or insufficient specimens over [X] months.

[QC Documentation Streamlining Project] | [Community Health Laboratory]

[MM/YYYY] – [MM/YYYY]

- Helped standardize daily quality control logs and created a simple checklist for instrument maintenance tasks, improving audit readiness and reducing QC documentation errors by [X]%