

[0179 "Phlebotomy Supervisor"]

**JACK JEFFERSON**  
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An accomplished phlebotomist supervisor experienced in the complex operation of a large phlebotomy facility. A team leader who combines technical expertise with a skill set that includes leadership, training, interpersonal skills and a strong work ethic. A professional with a proven record of planning, organizing and developing projects.

### **ACCOMPLISHMENTS**

- Successfully supervised a team of 14 phlebotomists and nine laboratory assistants in the performance of their duties, while teaching and helping maintain the phlebotomy certificate training program.
- Oversaw the eight-week student training curriculum at the Big Hospital Medical Center training facility, which qualified candidates to take the national certification sponsored by the American Society of Clinical Pathologists.
- Initiated a program to increase tuition revenues by 30%, guaranteeing the success of the phlebotomy training program.
- Proposed and inaugurated a phlebotomy program to re-train technicians in pediatrics, maintaining the highest standards and quality control of Big Hospital Medical Center patient services.
- Spearheaded a program to acquire school accreditation with the National Accrediting Agency for Clinical Laboratory Scientists (NAACLS).
- Effectively established the filing system for the phlebotomy certificate training program.
- Instrumental in launching a patient marketing survey of phlebotomist technical skills in order to maintain a program of continuous improvement.
- Taught blood borne pathogens, medical terminology, phlebotomy, medical laboratory assistant procedures and all phases of pediatric phlebotomy at Big Hospital Medical Center, Marymount Hospital and the Jones Biological Medical Clinical Laboratory.
- Served as committee member on the taskforce to reduce accidental needlesticks and promote a risk management program. The program yielded a 70% reduction in incidents.
- Knowledgeable and accomplished in dealing with a myriad of patients to include AIDS patients, pediatrics, hepatitis and cystic fibrosis patients.
- Maintained a reputation for professionalism with commendations for outstanding job performance and skills in patient relations, communications and writing proposals.

### **EXPERIENCE**

<b>Big Hospital Medical Center</b> , Los Angeles, California	1995-2007
<b>Assistant Supervisor</b> (2005-2007) <b>Lead Phlebotomist</b> (2002-2005) <b>Full-time Phlebotomist</b> (1997-2002) <b>Part-time Phlebotomist</b> (1995-1997)	
<b>Marymount Hospital</b> , Culver City, California	1990-1995
<b>Part-time Phlebotomist</b> (1992-1995) <b>Full-time Phlebotomist</b> (1990-1992)	

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**Jones Biological Medical Clinical Laboratory**, Fullerton, California

1989-1990

**Part-time Phlebotomist**

### **EDUCATION**

**Culver City Community College**, Culver City, California

Pre-medical courses

### **CERTIFICATES**

Technical Health Careers, Phlebotomy Certification Program  
American Society of Clinical Pathology (ASCP)  
American Society of Phlebotomy Technicians  
Jones Sickle Cell Center