**Alexandra Peacock**

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**EXPERIENCE**

**Laboratory Assistant II**

Beaumont Hospital | Royal Oak, MI January- March 2022

* Processing various bodily fluids for chemistry, hematology, urinalysis, cytology, and flow cytometry.
* Preparing and analyzing urine samples for determined testing (protein, calcium, phosphorus, potassium, and creatinine).
* Performing fecal occult blood testing.
* Preparing and analyzing cerebrospinal fluid via electrolyte analysis to determine protein and glucose concentrations.
* Accurately recording and interpreting test results in accordance with standard operating procedures.
* Maintaining weekly inventory and restocking supplies.

**Laboratory Clerk** Feb 2020 - Mar 2021

Beaumont Hospital | Royal Oak, MI

* + Responsible for accuracy of daily laboratory records, files, and function reports
  + Oversaw laboratory inventory, rotated stock, and proactively ordered supplies
  + Directed and maintained laboratory equipment including cleaning and sanitization

**Microbiology Technician**  Jul 2019 - Oct 2019

Bird’s Eye Foods | Darian, WI

* + Handled and ensured cleanliness of laboratory equipment
  + Recorded all food testing data and results in electronic forms with high level of accuracy and quality
  + Prepared agar for additional testing

**Treatment Coordinator** Jun 2018 - Jul 2019

Generations Dental | Poplar Grove, IL

* + Executed patient consults to ensure understanding of prescribed treatment plan
  + Partnered with the office manager and doctor to optimize and update patient schedule and flow
  + Scheduled, collected and posted patient payment schedule

**Data Management Analyst - Temporary** Mar 2018-Apr 2018

Midwest Community Bank | Rockford, IL

* + Created, formatted, and updated Microsoft Excel spreadsheets containing customer social media information
  + Managed the company’s social media accounts (Facebook, Twitter, Instagram, LinkedIn) to assist with connecting with current and future customers

**Office Assistant - Temporary** Feb 2018-Oct 2018

Rockford Board of Elections | Rockford, IL

* + Supervised voter registration process including keeping voter record inventory
  + Coordinated multiple office staff to ensure optimal voter flow and office efficiency
  + Educated individuals on voter rights and ensured fair and equal access to polling stations

**Assistant Teacher** Jan 2016-Jan 2018

Private Childcare Services | Rockford, IL

* + Created a safe, nurturing environment where children could play and learn while providing excellent education
  + Cultivated positive relationships with families, teachers, state licensing authorities, community contacts, and corporate partners

**EDUCATION**

**Rockford University** Dec 2015

Bachelors of Arts in Biology

**SKILLS**

MS Office, Excel, Powerpoint | Data Entry/Processing| Laboratory | Communication | Organization | Detail-Oriented | Networking | Team Player |