

**Ann M. Robison**

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**OBJECTIVE**

To be an essential and excellent contributor on a hard working team in a Medical Facility. My goal is a full-time position, but I would accept a part time arrangement, and / or a contract arrangement. I would strive to earn an eventual offer of a full-time role.

**SUMMARY**

- My strengths are in small-company Inventory Control and Shipping and Receiving operations.

*For fifteen years I coordinated and ran dpiX's entire Inventory Control operations. For ten of those years I also coordinated and ran the entire Shipping and Receiving operations. Those were high volume operations with tight deadlines. At times I was the sole workerbee. At other times I supervised small teams of 2-3 workers. During my tenure we developed thorough ISO- compliant processes, and dpiX then achieved and maintained ISO certification.*

- Earlier in my career I worked in various roles in several labs and clean rooms. I am still very familiar with microelectronic fab, test and scribe processes.
- I'm energetic and become competent quickly. I enjoy multi-tasking and tight deadlines; I'm happiest when I'm hustling and getting things done.
- I have a BS degree in Psychology, with a GPA of 3.8.

**SKILLS & ABILITIES**

- AHA Basic Life Support CPR certification.
- Knowledge of HIPAA and OSHA Regulations
- Knowledge of Anatomy, Physiology and Medical Terminology
- Knowledge of and Ability to take Vital Signs
- Sterilization and Autoclaving of Instruments
- Assist and set-up for Exams and Treatments
- Bandaging/Dressing Applications
- Supplies Management
- Patient Education/Culturally Competent
- Lab Testing Procedures
- Electronic Health Records
- Multiple Phone lines

**EXPERIENCE**

**JOBTRAIN**

Medical Office Assistant

Menlo Park, CA

1/2014 - 5/2014

Perfect Attendance; test scores in the top 10% of my class.

**VETERAN'S CLINIC**

Volunteer

Palo Alto, CA

4/2014 - Present

**Kendon Candies****San Jose, CA****4/2012 - 10/2013**

*Kendon Candies is a family owned candy manufacturer whose operations are in San Jose*

**Office Clerk / Shipping, Receiving, and Inventory Coordinator**

- Coordinated and processed orders from the initial step of entering the purchase orders into the system, preparing the products for shipment and preparing the invoices for customers.

*Kendon's is a small company with a small crew. My job scope frequently expanded well beyond the shipping and receiving role.*

**In-Home Caregiver for Autistic Child****1/2011 - 4/2012**

- During this time I tended to my severely autistic son and did not work outside the home. I was a single mother. My son lived with me for 23 years. He now lives in a group home.

**dpIX, LLC****Palo Alto, CA****4/1995 - 12/2010**

*dpIX designs and builds digital x-ray sensor arrays for medical imaging equipment.*

*The company relocated from Palo Alto to Colorado Springs in 2010.*

**Shipping, Receiving and Inventory Coordinator**

Supervised and ran dpIX's entire domestic and international Shipping and Receiving Operations. Approximately 75 million in revenue shipped each year with tight weekly deadlines.

- Trained and supervised team members.
- Developed new processes and documentation for ISO certification.
- Coordinated the flow and management of dpIX's entire finished goods inventory. We passed 15 consecutive year end external audits with 100% accuracy.
- Event planning: Helped plan and carry out company parties for over a hundred employees, for five consecutive years.

**EDUCATION****Humboldt State University****Arcata, CA****1980 - 1993**

Graduated in 1993 with a BS in Psychology

**REFERENCES**

Kellie Hoke (Test Engineering Manager at dpIX) 650-888-7241

Elin Carpenter (Purchasing Manager at dpIX) 650-380-1600

Robert Tolan (Vice President of Marketing at dpIX) 408-831-684-1607

Dale Leslie (my son's teacher for ten years) 408-283-0690

*KATE GLASS- KENDON CANDIES - 408-297-6133*

*JACQUELINE LAFORET- JOB TRAIN - 650-468-3138*

*THERESA CHATTMAN- SLINGSHOT - 408-247-8233*