

# Jasmine Cooper

Cincinnati, OH 45225

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My objective is to obtain employment to gain knowledge and experience in an enthusiastic work environment that will one day lead me to becoming a successful entrepreneur.

Authorized to work in the US for any employer

## Work Experience

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### **Lab Accessioner**

Ethos Laboratories - Cincinnati, OH

May 2022 to June 2023

- Receive incoming PCR specimens; open and sort specimens for accessioning
- Ensure specimen integrity by verifying that specimens are labeled appropriately and that identifying information on the specimen matches identifying information on accompanying documentation and/or electronic orders
- Enter patient data, specimen information, and ordered tests into the LIS – manual data entry may be required for some specimens
- Correctly identify specimens that do not meet criteria for testing and specimens that need to be placed on hold for missing information
- Print barcode labels and attach appropriately to specimen containers and to any documentation
- Meet established Key Performance Indicators (KPIs) for speed and accuracy
- Transport accessioned specimens to other departments in a timely manner to prepare for testing
- Complete any additional tasks needed, such as stocking/refilling supplies for lab operations
- Communicate effectively with other departments about issues regarding specimen processing
- Clean storage bins and carts as needed
- Other duties as assigned

### **Lab Assistant**

CAMCO CHEMICALS - Walton, KY

August 2020 to August 2022

- Set up, operate, and maintain laboratory instruments and equipment. Maintain production equipment and troubleshoot problems. Prepare chemical solutions. Conduct, compile, and interpret results of chemical and physical experiments, tests, and analyses for a variety of purposes, including research and development

### **Administrative Assistant**

Express Employment Professionals - Cincinnati, OH

August 2018 to August 2020

- Maintained office supplies and inventory supply, handled inbound calls and made outbound calls to potential clients, appointment scheduling, maintained files, email correspondence with apartment manager and maintenance, and clerical duties.

**Supervisor**

Steak Escape - Dayton, OH

April 2015 to October 2017

- Worked various stations or wherever needed including drive thru, cashier, food prep, and grill. Conducting interviews, overseeing of employees, and daily operations.

**Restaurant Manager**

Denny's - Dayton, OH

March 2014 to January 2015

- Managed the daily operations, development and performance management of employees, oversee inventory, and optimized profits

## Education

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**Certificate in Business**

Cincinnati State Technical and Community College - Cincinnati, OH

June 2019 to June 2020

**Associate in Applied Science**

Sinclair Community College - Dayton, OH

January 2016 to 2018

**GED**

Sinclair Community College - Dayton, OH

August 2015 to December 2015

## Skills

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- Microsoft office 365
- customer service
- interpersonal
- hospitality management
- general psychology
- communications
- Food Safety
- Office Management
- Restaurant Management
- employee training
- HACCP
- Leadership
- Conflict management
- Management
- Microsoft Access

- Word processing
- Organizational skills
- Windows
- Documentation review
- Peer support (1 year)
- Group facilitation (1 year)
- HIPAA (3 years)

## Awards

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### **Successful completion of Substance Abuse outpatient treatment at Crossroads Center**

April 2021

## Certifications and Licenses

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### **ServSafe Manager**

September 2020 to September 2025

### **Persons in Charge of Ohio**

Present

### **Food Handler Certification**

## Assessments

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### **Attention to detail — Proficient**

February 2022

Identifying differences in materials, following instructions, and detecting details among distracting information

Full results: [Proficient](#)

### **Work style: Reliability — Proficient**

August 2021

Tendency to be reliable, dependable, and act with integrity at work

Full results: [Proficient](#)

### **Food safety — Proficient**

June 2021

Knowledge of proper food and equipment handling safety measures

Full results: [Proficient](#)

### **Cooking skills: Basic food preparation — Proficient**

July 2021

Preparing food, using cooking equipment, and converting ingredient measurements

Full results: [Proficient](#)

**General manager (hospitality) — Proficient**

February 2022

Solving group scheduling problems and reading and interpreting P&L statements

Full results: [Proficient](#)

**Spreadsheets with Microsoft Excel — Proficient**

October 2021

Knowledge of various Microsoft Excel features, functions, and formulas

Full results: [Proficient](#)

Indeed Assessments provides skills tests that are not indicative of a license or certification, or continued development in any professional field.