

Hal Feeney

Entry Level Phlebotomist

Certified Phlebotomy Technician (CPT) with experience in direct patient care and staff organization. Looking for a phlebotomy opportunity in the Bay Area to improve patient outcomes and work collaboratively with other care staff.

✉ halfeeney11@yahoo.com

☎ (123) 456-7890

📍 San Francisco, CA

🌐 [LinkedIn](#)

Work Experience

Macys

Retail Associate

2020 - current | San Francisco, CA

- Maintained knowledge of new products by reading vendor tags, pamphlets, and attending Macy's training seminars
- Optimized the customer experience by engaging in a helpful and courteous manner within 45 seconds of entry
- Provided exceptional retail service and knowledge of promotional sales, exceeded sales targets by 12%
- Promptly and professionally handled check-out, merchandise packaging, and returns
- Worked collaboratively with co-workers to build a welcoming and friendly environment for customers

Lecham, Garcia, Felal Law Offices

Office Manager

2019 - 2020 | San Francisco, CA

- Corresponded with prospective new attorneys and paralegals at the firm and sent them interview questions before their scheduled in-person interviews
- Devised a system with the managing partner to automate alert systems when office supplies were limited, reducing 2 hours of wasted inventory checks per week
- Trained new legal receptionist staff and assistants on the firms best practices to reduce data entry errors, resulting in 20% reduction of entry errors
- Prepared legal documents, memos and scheduled 20+ attorney meetings per day through Microsoft Outlook Calendar
- Oversaw a team of 8 employees, assigning tasks and ensuring timeliness of completion

Skills

- Medical Records
- Patient Communication
- Specimen Preparation
- Venipuncture

Education

Certified Phlebotomy Technician (CPT)

Access Careers

2020 - 2020 | San Francisco, CA

Diploma

Magnet High School

2015 - 2019 | San Francisco, CA

Certifications

- Certified Phlebotomy Technician (CPT)