**AVON MAE R. SEDANTES**

avonmaesedantes@gmail.com

+971547390473

Najda St. Al Raha Bldg. , Abu Dhabi

I am dedicated, analytical-minded professional with 2 years of experience in performing Medical based services with precision and accuracy. I have skills in operating equipment and chemicals used in specific tests. I can perform laboratory procedures and tests in an accurate and timely manner. A highly motivated and well organized, doing things such as receiving samples, data entry for each patient, checking and evaluating claims and approval request (making sure of all the details in the claims and request for the Insurance), preparing the claims and request for the approval depending on the Insurance, attending phone calls and emails. Thrive in providing solid and essential back up to key positions and projects. A calm head and meticulous eye for detail, ensures that all duties and responsibilities are carried out to the highest standards and in allotted time frames.  I am comfortable working as part of a team or independently, with a focus to deliver quality administrative support on a continuous basis. I am versatile and willing to endeavor other fields outside my comfort zone.

**KEY ATTRIBUTES**

* Technology proficient (MS WORD, EXCEL)
* Communication Skills (Verbal & Written)
* Organizational Ability
* Time Management
* Office Coordination
* Problem-Solving Skills
* Planning skills
* Goal-Oriented Focus
* Tenacity
* Empathy
* Well versed in specimen analysis and instrument maintenance
* Able to follow regular procedures and help prepare samples for testing
* Demonstrated ability to establish and maintain supportive relationships with patients, physicians, pathologists and co-workers.
* Consistently commended on the timely and efficient manner in which laboratory tests were performed thereby decreased the time that it took to make them available to patients and doctors.
* I am willing to be trained and a fast learner.

**EDUCATION** 

**UNIVERSITY OF IMMACULATE CONCEPTION**

Fr. Selga St. Bankerohan Davao City, Philippines

BS, Medical Laboratory Science 2008-2012

Licensed Medical Technologist in Philippines

**PROFESSIONAL EXPERIENCE** 

 **NMC Mesk Al Madina Medical Center (Mesk Al Madina Medical Center)** March 1, 2017 – March 11, 2019 Mussafa 40 Abu Dhabi, UAE

* **Laboratory Assistant**/**Laboratory Secretary**
* **INSURANCE COORDINATOR ASSISTANT**
* **PURCHASING OFFICER**
* **ADMINISTRATIVE ASSISTANT**
* **PHARMACIST ASSISTANT**
* **FRONT DESK EXECUTIVE**

**QUALITY DIAGNOSTIC LABORATORY** ( November 2016-January 2017) Medical Receptionist/Admin/Clerk – Abu Dhabi, UAE

**DAVAO DOCTORS HOSPITAL** ( April 2013-2016) Medical Technolologist 2 - Davao City, Philippines

**EQUIPMENTS**

**Hematology**

 Beckman Coulter (HMX Hematology System)

 Beckman Coulter (Unicel DXH 800 Cellular Analysis System) ABX Pentra 80

 Abbott ( Cell- Dyn Ruby)

 Electa- Lab ( Micto Sed System Auto- ESR Analyser

 Olympus CX22 Microscope

 Olympus CX21 Microscope

**Immunology**

 Beckman Coulter Access ( Immunoassay System) Abbott Architect *i1000SR* ( Immunoassay System)

 Beckman Coulter. Unicel DXI 800 Access Immunoassay System

**Clinical Microscory**

 Sysmex UF-1000i Automatic Urine Analyzer

 Insight U500 Chem Strip Analyzer

 Olympus CH30 Microscope

**Immunohematology**

 Diamed (Blood Bank System)

 Bio-Rad Incubator ID-37 SI

 Barkey PlasmaTherm (Plasma Thawer)

**Clinical Chemistry**

 Beckman Coulter, Unicel (DxC 800 Synchron Immunassay System

 Roche ( Cobas Integra 400 Plus) Bio-Rad D10 HBA1C Analyzer Siemens Dimension EXL 200

**Microbiology**

 BACTEC 9050 Bekton Dickinson for Blood Culture

 BACTEC Tb System

 Memmert Incubator

 ESCO Class II UPLA Biohazard Safety Cabinet

 BH2000 Series

**SEMINAR**

**Working Safely with Biological Safety Cabinet**

**Architect i1000SR Basic Operators Training**

**Updates in TB Testing**

**Basic Life Support**

**Biosafety & Biosecurity Forum**

 **ROCHE E11 & Cobas**

  **FIRE SAFETY**

 **INFECTION CONTROL**

 **ISO (AL BORG LABORATORY)**

 **CUSTOMER TRAINING SUPPORT**