

Lisa Labasst

444 222nd Way SE
Enumclaw, WA 98022
(360) 888-8888
Cell: (253) 110-7777

“Lisa is extremely team-oriented. She provides a positive professional environment for her co-workers as well as the patients. Lisa is focused on quality, and has a keen eye for audit processes to ensure accuracy.”

-Past performance appraisal

Lab Assistant/Data Entry

Strengths

- Highly skilled lab assistant who takes the initiative to get things done. Over 12 years lab assistant/data entry experience.
- Provide excellent customer service with attention to detail and commitment to safety.
- Competent multitasker; efficient and punctual.
- Committed to accuracy and quality. Recognized yearly for excellent job performance.
- Medical coding, billing, accounts receivable/payable (9 years experience), purchasing, and receptionist skills.

Professional work history

Excellent Health Systems

Lab Assistant

06/1998-Present

Provide caring services for over 50 patients a day, handling high-volume of lab samples for physicians. Receive and order specimen cultures in microbiology, gram stains, and urinalysis. Maintain high-quality standards with an emphasis on accuracy within strict guidelines. Maximize lab performance through organization and equipment maintenance.

- Take the initiative to ensure office is organized, orderly, and pleasant for staff and patients.
- Quickly learned new computer system.
- Received “**exceeds expectations**” ratings on yearly employee evaluations.

Lab Health Systems

Clerk II, Lead (1993-1998)

08/1991-06/1998

As Lead Clerk, provided orientation and training to new clerks and temporary staff. Accomplished data entry for billing-related information. Received “**exceeds expectations**” ratings on yearly employee evaluations.

Rainier State School, Anywhere, WA

Clerk

1990-1991

Provided fast and accurate word processing for physicians. Employed knowledge of medical terminology, grammar, and proofreading.

Ocean Express, Seattle, WA

Clerk (Accounts Receivable and Purchasing)

1980-1989

Handled accounts receivable/payable, records retention, office supplies purchasing, and phone reception.

Training & education

Green River Community College, 240 credit hours