

# Katherine Colon

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## SKILLS

**Language Proficiency:** Spanish, American Sign Language

**Organizational Skills:** Multi-Tasking, Time-Efficiency

**Customer Service:** Empathy, Adaptability

**Technical Skills:** Data Entry, Microsoft Office

## EXPERIENCE

### **Hansoh Bio, Rockville, MD - *Operations/Safety Specialist***

November 2022 - Current

- Ordering and receiving lab chemical consumables, maintaining an inventory list of 1500+ chemicals.
- Managing, tracking, and reporting issues, initiatives/projects, incidents, assessments/audits, and safety performance for the lab.
- Coordinate work with vendors and service providers to ensure functionality of the laboratory.
- Maintaining current permits and certifications with Montgomery County and the FCC.
- Provide customer service to 30+ scientists as well as implementing office hours to facilitate scientists' access to resources.
- Onboarding of new employees for all departments.
- Implementing annual training for all employees (fire safety, compliance, OSHA, etc.)
- Track equipment inventory and facilitate equipment audits with HQ. Point of contact for all equipment inventory and repairs.

### **PRL DC, Rockville, MD - *Medical Laboratory Technologist II***

May 2021 - August 2022

- Daily testing of over 5000+ patient samples during scheduled shifts. Worked all areas of the laboratory workflow (accessioning, plating, extraction, PCR) according to established policies under CLIA and CAP accreditation.
- Operation of computerized and automated instrumentation such as the QuantStudio 5, CyBio Felix, OT-2 Liquid Handler, Tecan Liquid Handler, and the Roche LightCycler.
- Weekly quality control and maintenance as well as troubleshooting various systems/instruments when necessary.
- Prepares samples for processing for RNA Isolation or RT-PCR processing.
- Uses various laboratory computer systems for labeling, inquiry, crediting, and resulting patient results.
- Prepare and label reagents according to work instructions following SOP guidelines.
- Assist the safety team by monitoring the laboratory for any infractions. Report to appropriate personnel and assist when needed.

## **Curative Inc, Washington D.C.- *Clinical Laboratory Assistant II***

December 2020 – March 2021

- Manages specimen accessioning accurately and efficiently to provide quality specimens for laboratory testing.
- Assisting the CLS' and Lab Technicians on the RNA extraction and qPCR teams (as needed).
- Operate various laboratory machines and instruments such as the Tecan Liquid Handler and the Hamilton Liquid Handler. Perform advanced equipment maintenance.
- Ensures accurate specimen processing of over 10,000+ to maintain specimen integrity.
- Verifies product and/or test components when processing.

## **The Children's Medical Group, Poughkeepsie, NY- *Medical Assistant***

August 2017 – May 2020

- Demonstrated proficiency in taking patient medical histories and vital signs.
- Performs venipunctures, injections and diagnostic procedures and ancillary tests such as complete blood count (CBC) and urinalysis.
- Assists with out-patient procedures and in-office surgical procedures.
- Ensures the cleanliness, sanitation and maintenance of all facilities, exam rooms and equipment.
- Reacted calmly and effectively in many emergency situations, placing patients at ease.
- Maintained accurate and appropriate stock of needed supply. Placed reordered requests as needed by contacting vendors (ie. Quest, LabCorp, Sunrise, Mckesson, etc).

## **Albany Medical Center - Birth Place, Albany, NY- *Patient Care Associate***

December 2015 – July 2017

- Worked under the direction of the RNs, as well as assisted parents, with the welfare of newborns by feeding, changing and nurturing them.
- Performed ancillary medical tasks such as taking vital signs, patient data, whole blood glucose, and obtaining lab specimens for testing.
- Utilized appropriate age-related patient protocols relating to the physical and psychological needs of all patients.
- Participated in the creation and maintenance of a clean, orderly, and safe environment of care.

## **EDUCATION**

**SUNY Albany, Albany, NY - *B.S. Human Biology w/ Minors in Anthropology and Art History - December 2017***

**SUNY Albany, Albany, NY - *Study Abroad : Art History Internship to Sremska Mitrovica - Summer 2015***

**Dutchess Community College, Poughkeepsie, NY - *A.A. Liberal Arts and Humanities Honors - May 2013***

**References upon request**