

**Baleigh La Sota, CCMA/CPT**  
**Harvard, IL 60033    baleighlasota@gmail.com    630.835.5293**

## OVERVIEW

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CCMA/CPT with experience in multi-physician family medical practices. Level-headed professional who remains calm and effective in all situations with an equally strong belief in the importance of companionship and support in patient care. Known for having a light hand and the ability to alleviate patient anxieties. Skills include:

- Venipuncture & Capillary Puncture
- Blood Collection & Handling Safety
- Quality Assurance & Controls
- Infection Control & Specimen Processing
- Centrifugation & Blood Smears
- Administer Vaccinations & Medications
- POC & Ancillary Testing
- EKG & Diagnostic Imaging
- Administrative Support Process
- Patient Chart Management/ EMR systems

## PREVIOUS EMPLOYMENT

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**Medical Assistant/Phlebotomist, Erie Family Health Center**

August 2020-Present

- Check the patient's vital signs, including temperature, respiration, pulse, weight, height, and blood pressure.
- Record patient vitals, complaints, and medications in the medical record.
- Obtain blood samples for medical testing and transfusion through venipuncture or capillary puncture.
- Prep patients and all equipment necessary for procedures.
- Perform diagnostic procedures when ordered.
- Administer and verify correct immunizations.
- Adhere to all phlebotomy safety regulations, including proper PPE use, OSHA cleanliness standards, handling of biohazard materials, and blood disposal methods.
- Stock medical supplies and monitor expiration dates.
- Maintain exam rooms according to departmental guidelines.
- Build rapport with patients, physicians, fellow technicians, and insurance providers to ensure efficient productivity of the clinic, resulting in higher quality of patient care.

## QUALIFICATIONS & EXPERIENCES

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2020 **Phlebotomy Technician Training Program, Nirvana Institute**

2020 **NHA Certified Phlebotomy Technician (CPT)**

2020 **NHA Certified Clinical Medical Assistant (CCMA)**

2020 **CPR Certified**

2018 **Bachelor of Arts in Global Religious Healthcare, Elmhurst College, Honors Program Member, Global Scholar, Presidential Scholarship Recipient, Phi Beta Delta Honors, Society for International Scholars, I AM ELMHURST Character Award**

- Neurology & Nursing minors.
- Life coach for individuals with Autism and other deficits.

2014 **6-month Study Abroad Nursing Internship, Elmhurst College, Newcastle, Australia**

- Acted as a Registered Nurse, completing all duties with supervision and guidance.
- Administered flu shots, assessed vital signs, completed data entry, & provided pre- and post-operative care.
- Excelled in classes and expanded my knowledge of the teaching styles of other cultures.

**REFERENCES AVAILABLE UPON REQUEST**

