**KIMBERLY PARSONS**

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**PROFILE**

**Yale University**

New Haven, CT

• Oversees and coordinates administrative, program, and office activities

• Establishes, selects, implements, and coordinates office procedures and systems

• Serves as principal source of information to students, staff, and faculty on policies, procedures, programs, and office activities

• Oversees, instructs, and coordinates activities of support staff

• preparation of materials for grants, contracts and budgets

• Monitors expenditures and reconciles financial statements

• Provides editorial support for a journal/publication

• Proofreads and edits material for grammatical and factual accuracy. Tracks copy through various editing and production stages. Communicates with authors, printers, and others concerned with published work.

• Determines administrative, facility, and equipment needs for symposia, lectures, seminars, and conferences.

• Assembles and arranges for necessary items.

• Determines sources of data. Compiles, synthesizes and manipulates data. Summarizes findings and writes reports or portions of reports.

• Greets visitors. Answers and screens telephone calls. Assesses nature of business. Responds to requests for information and provides assistance.

• Screens and responds to mail.

• Formats, keyboard, proofread, and edits correspondence, reports, manuscripts, grants, and other material.

• Assembles attachments and corresponding material.

• Reviews outgoing material for completeness, dates, and signatures.

• Composes substantive correspondence and written material.

• Coordinates travel arrangements. Schedules and coordinates meetings and appointments.

• Orders and maintains inventory of supplies.

• Takes minutes or dictation.

• Performs additional functions incidental to office activities.

• Exceptional attention to detail and accuracy with numbers.

• Excellent communication skills.

• Working knowledge of Filemaker Pro, Excel, CoPath, EPIC and Path Portal.

• Perform case intake/accessioning of all specimens into the Pathology Information System(s)

• Enter each case with accuracy, verify demographics, physician information and collection location

• Provide outreach for necessary requests, accession materials, and route specimens/blocks to appropriate service areas

• Prepare specimens, blocks, slides, etc. for routing to appropriate laboratory area and/or Pathologist for diagnosis

• Initiate laboratory test requests/ordering of special stains and slides including ancillary testing

• Track problems/changes during case in-take and make the necessary corrections/amendments

• Provide pre-review of all accessioning cases prior to submitting to Pathologist

• Triage and prioritize all accessioning cases and/or referrals for specialty services, and all other duties within the Case Management area

• Troubleshoot and resolve all issues in a timely and efficient manner

• Work with Manager/Supervisor to create and develop Standard Operating Procedures for all related workflow processes

• Maintain up-to-date records of pathology reports, specimen materials and cases marked for quality assurance

• Ability to accession blocks, slides and specimen materials

• Enter patient data and specimen data information into the laboratory information system to assign the specimen to the correct patient

• Examine all submitted materials/specimens and requisitions/reports for completeness and verification of the patient’s identity prior to accessioning specimens

• Ability to file all submitted slides and blocks until returned as consultation slides, blocks, etc.

• Standard Slide Send out requests via phone, fax, e-mail

• Tracks and monitors specimen send outs on Excel spreadsheet

• Delivers to fruition all send out requests for Pathologists

• Phone inquiries regarding all Pathology reports, letters, etc

• Provides follow-up regarding cases sent out for internal doctors, outside doctors, and patients

• Completes all tasks related to hospital billing and legal cases

• Performs additional duties as required

• Expertise in medical terminology and human anatomy

• Proficiency with laboratory terminology

• Working knowledge of Filemaker Pro, Excel, CoPath, Path Portal

• Excellent IT skills with both Mac and Windows systems

• Ability to follow directions and established protocols

• Excellent attention to detail and accuracy with numbers

• Excellent interpersonal and communication skills, verbal and written

• Ability to multi-task, prioritize and work independently in a fast-paced environment

**Cytology Clinical Technologist 1 (2018-2022)**

* Triage cytology specimens
* Accession specimens into Co-Path
* Calls Dr’s and/or offices when needed
* Searches EPIC for requisitions when necessary
* Prep cytology samples
* Makes Thin Prep slides
* Makes smears for high risk patients
* Prepares slides for special stains and Immuno
* Prepares cell blocks in Histo-gel for Histology
* Inputs Histology blocks and stains into Co-Path
* Pap and Diff Quik stains
* Manually hand stains high risks slides
* Manually hand coverslips when needed
* Puts requisitions together with working drafts
* Does slide deliveries to Cyto-Techs and Pathologist
* Cleans and maintains equipment including logbooks
* Calls for service when needed
* Orders lab supplies or goes to stockroom

**Boehringer Ingelheim Pharmaceuticals**

**1998-2016**

**PROFESSIONAL EXPERIENCE**

Ridgefield, CT
Perform animal euthanasia, all aspects of necropsy for large and small animals. Routine tissue trimming, processing and embedding. Microtomy on paraffin embedded and frozen tissue. Routine H&E stains with some special stains. Computer literate. Experienced in routine lab purchasing, capital equipment purchasing, and service contracts for equipment, plus the Maintenance and repairs.

**Laboratory Technician 4**(2010-2016) In addition to responsibilities listed below:

* Designed and provided Cryostat training for Experimental Pathology team
* Ran lab when manager was out on leave
* On team for designing new lab
* Became a Green belt in lean six sigma
* Designed a species-specific training from fresh tissue to archive
* Training others in purchasing and service contracts.
* Aseptic techniques for tissue removal
* Immunohistochemistry
* RNA collection
* DDS Support/Transitional Sciences
* Perfusion of Liver and Heart
* On Tox-Lims computer software team to design system
* Ran lab and managed lab of 12 Histologist when manger was out on leave
* Working with research on human tissue samples fresh and frozen
* Cut microarray slides for research
* Traveled to Germany, New Jersey and Switzerland for Tox Lims team

**Laboratory Technician 2**(2001-2004) In addition to responsibilities listed below:

• Perform euthanasia, necropsy, organ weights, and bone marrow smears, tissue trim, processing and embedding of small and large animals.

• Regularly perform microtomy on paraffin embedded tissue and routine H&E staining.

• Perform frozen sections with special stains. I have also trained new hires on all aspects of the job including frozen sections and special stains.

• Responsible for GLP and non-GLP studies that involve the set up for necropsy, tissue trim, sectioning and the archive phase.

• Experienced with budgeting and lab purchasing of routine supplies and capital equipment.

• Manage and organize the service contracts of all lab equipment maintenance and repairs.

• Involved with the development of the CD ROM training manual with a digital camera, video camera and computer software.

• Designed a Cost Savings Plan. Keep track of the savings per item.

• Experienced in surplus equipment.

• Set up of Demo equipment for the lab

• Train new employees in all aspects of the necropsy/histology protocols including SOP’s and routine lab tasks.

• Micronucleus smears

• Reconditioning of slides for the CL Davis Foundation

• Involved with Partner’s in Science visits.

• Working with Danbury hospital on fresh and frozen human tissue samples

• Write Sop’s

• Learned basic techniques on necropsy for large and small animals,

• Tissue trim, processing, embedding microtomy and routine H&E staining.

• Involved with purchasing lab supplies.

• Section frozen tissue and perform special stains.

• Learn Sop’s and become GLP certified

**COMPUTER PROFICIENCIES**

Microsoft Office: Word, Excel, Outlook Calendar, Spreadsheet, Outlook, and PowerPoint Tox Lims Systems and Fed Ex

**EDUCATION**

ASCP HT eligible passed practical in 2004
Medical Assisting Certificate, Porter and Chester Institute Watertown, CT 1998
Major: Medical Assisting Program / LPN

**Training**

GLP Annually
FrontPage 2002
Documentum 2000, 2005
Team Leader (National Seminars) 2002
Team Building course 1999, 2001, 2004, 2005
Digital Imagining (CD-ROM Training Manual) 2001-Present
National Society of Histotechnology Conference 2003, 2007, 2010, 2012 Diversity 2006
Managing multiple priorities and deadlines (Fred Pryor) 2006
Climate Survey Panel 2006-Present
Lean Six Sigma 2007