Raymond Campbell

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Experienced professional; aiming to utilize my achievements, practical experience, organizational knowledge, degree, and certifications to build and advance in my career.

Willing to relocate to: Prosper, TX

Authorized to work in the US for any employer

Work Experience

Support Services Supervisor

Labcorp Diagnostics-Dallas, TX

August 2022 to September 2024

• Supervising a team of 48 to 52 team members

• Experience with Workday: Team timesheets, hiring/terminating, tax info, OT Reports, plus other functions

• Utilization of Microsoft: Outlook, Word, Excel, Powerpoint, Edge (also experienced with form building and administrative monitoring within Sharepoint)

• Resolving or aiding with technical issues found at team member's work stations

• Trouble shooting common network issues with our desktops and printers

• Mapping network drives to work stations

• Installing hardware and software as needed within my department

• Mitigating workflow of high volume and production based department through delegation and participation.

• Supporting and developing new team leads to

• maintain essential functions

• Monitoring team member productivity

• Identifying and interviewing new candidates

• Maintaining team member training files to ensuring successful onboarding

• Collaborating with others in management to improve processes

• Distributing work/samples received from branch shipments daily

• Customer Service / Working with other departments to ensure sample processing is being completed in the most timely manner possible; meeting testing TAT

• Assisting in the completion of our daily divisional operations meeting, as well as occasionally hosting hosting the meetings.

• Monitoring, and aiding in, team member development.

• Maintaining department QC logs

• Attending hosting daily morning Management meetings where I interacted with key stakeholders across the division of Mid-America

Senior Workflow Lead

Lab Corp Drug Development-Los Angeles, CA

September 2016 to August 2022

• Guiding department workflow

- Assisting in the planning of (site)department relocation
- Assisting with departmental Metrics
- Utilization of Microsoft: Outlook, Word, Excel, Powerpoint, Sharepoint)
- Used ADP & Workday for timesheets and other functions
- Training adjacent departments in various operational processes. ex. FISH, Histology, Case management
- Managing team providing department schedules
- Developed various projects to improve my department.
- Represented Los Angeles, Specimen Management and Laboratory Pre-Analytical Services dept. in ISO Inspection
- Point person in department
- Ordering Supplies
- Traveled to Indiana to assist with pCR workload influx
- Training Specimen Management & Pre-Analytical Services department
- Learning from my team, and other teams; to improve interdepartmental workflow
- Shipping samples to other research centers (nationally and internationally)
- Leading team of shipping associates.
- Training team members from other departments (various technical levels)
- Filing and maintaining slide storage: stained, unstained, & -20 C
- Performing QCs on various processes
- Assisting with new study setups
- Corresponding with different sites for various tasks.
- Organizing and packaging studies to be shipped
- Assisting with: Rescores of patient results, Final Study Reports, and other internal projects
- Accessioning Specimens (as needed)
- Maintaining organization of pathology reports, control evaluations packets, and other result forms
- Faxing and emailing requested documents
- Training new team members
- Working with the I.T. department to repair printer, networking, and software issues
- Department process improvement
- Learning from other team members to broaden my personal work knowledge
- SMART Proficient(an internal specimen management virtual storage database)
- Assisting in sample project Changes.
- Shipping samples internationally
- Creating locations
- Performing class changes &/ Mass class changes
- Ability to create classes
- Mass location queries
- I improved how we keep up with document & specimen storage in general

Distribution Aide
Antech Diagnostics-Irvine, CA
2016 to 2016

- Filing cell blocks, and cyto/histology glass slides
- Inputting billing information
- Updating client files
- Transporting materials to storage warehouse
- Procuring older cases from storage warehouse

Warehouse Associate
StaffManagement / Cambro-Huntington Beach, CA
2015 to 2015

• Assisting in packaging plastic tables, chairs, shelves, and sinks
• Assembling plastic tables, chairs, shelves, and sinks

Pathology Tech / Cyto-prep
Providence Little Company of Mary Medical Center-Torrance, CA
2011 to 2014

• Processing body fluids into slides and tissue cassettes
• Manual and automatic slide labeling, staining, and cover slipping
• Disposal of hazardous, biohazard, and chemical waste
• Operation of tissue processing machines
• Assisted in multiple departments (i.e. Histology, cytology, pathology, hematology, micro, surgery)
• Utilized four different computer medical record programs
• Fine needle aspirations: assisted a radiologist, pathologist, and cytologist in specimen collection and processing, during ultra sound guided needle aspiration
• Bone marrow aspirations: assisted pathologist in iliac bone coring and marrow aspiration
• Logging: Specimen fridge temperatures, stain line (and other instruments) maintenance, specimen accession logs, slide filing, specimen send outs, supply quantities
• Assisting pathologist in autopsies

Phlebotomy In-Patient and Out-Patient Extern
Kaiser Permanente-Downey, CA
2010 to 2011

• Drew blood from over 375 patients ranging in ages, from infancy to elderly
• Knowledgeable of the order of draw
• Use the centrifuge to separate plasma or serum from Red Blood cells
• Allotted specimens that had been centrifuged
• Utilized lancet, ETS, and Butterfly Assembly systems for specimen collection
• Performed heal-sticks and finger punctures
• Used KIPE (PDA) to locate and log inpatient specimen collection
• Performed timed Glucose Tolerance Test
• Operated computer logging system, in-putting/tracking specimen collection
• Performed blood cultures
• Accurately Labeled specimens

Production Assistant
SiteScan Inc., Paul Hastings-Los Angeles, CA
2008 to 2009

• Scanned legal documents into an image database.
• Updated client information and created client files
• Worked on special independent projects
• Gained knowledge and skill of job responsibilities and duties of other staff
• Answered phones, communicated daily, weekly, and monthly progress via e-mail
• Daily computer usage consists of Microsoft Excel, Word, and Outlook.

- Kept a processing quota of 2000 scans per day and regularly exceeded the quota by hundreds of scans.
- Assisted in restocking and organizing of offices equipment and supplies

Education

Training program in Google AI Essentials
Coursera - Remote
September 2024 to Present

AA in Graphic Arts in Graphic design
Platt College - Newport Beach, CA
June 2004 to September 2005

High school diploma in advanced Mathematics and Science
R. A. Millikan High School - Long Beach, CA
September 1999 to June 2004

None in Japanese
Long Beach City College - Long Beach, CA
2005

Skills

- Epic (Less than 1 year)
- Excel (3 years)
- Leica (Less than 1 year)
- Outlook. (2 years)
- Word (3 years)
- Phlebotomy
- Adobe Illustrator
- Laboratory Experience
- Adobe InDesign
- Venipuncture
- Graphic Design
- Adobe Creative Suite
- Typography
- Illustration
- Adobe Photoshop
- Video editing
- Web design
- Customer service
- Medical terminology
- Medical office experience
- Photography

- Communication skills
- Analysis skills
- IT
- Project management
- Clinical trials
- Clinical research
- Microsoft Office

Certifications and Licenses

Driver's License

Additional Information

PROFICIENT SKILLS

• Office equipment (Computer, Fax, Phones, E-Mail)

• Microsoft Office (Word, Excel, PowerPoint, Outlook, OneNote)

• Medical Field Computer Software (EPIC, CAMIS, SunQuest, & CoPath)

• Medical Equipment (Centrifuge, VIP5 Tissue Processor, Cyto-centrifuge, Leica Cassette Label Maker, Slide Label Maker (and programs) & Sakura Cover Slip Machine)