

# SUMANJOT KAUR

Brampton, ON

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## PROFESSIONAL SUMMARY

Detail-oriented and organized laboratory professional with over 4 years of experience in high-volume clinical and hospital laboratory environments. MLPAO-certified Medical Laboratory Assistant with extensive expertise in sample preparation, accessioning, documentation, and adherence to Standard Operating Procedures (SOPs) and QA/QC requirements. Proven ability to meet strict turnaround times while maintaining analytical quality and safety standards. Skilled in Laboratory Information Systems (LIS), Microsoft Office, and data entry. Recognized for strong teamwork, attention to detail, and commitment to maintaining clean and efficient laboratory environments.

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## EDUCATION

<b>Diploma in Healthcare Leadership</b> Sault College, Brampton, ON	(2024- 2025)
<b>Bachelor of Science in Medical Laboratory Science</b> Sant Baba Bhag Singh University, Punjab, India	(2020-2022)
<b>Diploma in Medical Laboratory Technology</b> Nims University, Jaipur, India	(2016-2018)

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## CERTIFICATIONS

- MLPAO Certification
  - CMLTO Voluntary Roster – Medical Laboratory Assistant (*Application in Progress*)
  - WHMIS & Infection Control Training
  - Transportation of Dangerous Goods (TDG) Certification
  - CPR & First Aid Certification
  - Medical Terminology Certificate
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## PROFESSIONAL EXPERIENCE

**Phlebotomist / Clinical & Administrative Support**  
**LifeCare Medicentre – Brampton, ON** (Sept2025 – Present)

- **Performed venipuncture and capillary blood collection**, ensuring accurate patient identification, proper specimen labeling, centrifugation, packaging, and timely dispatch to external laboratories while maintaining specimen integrity and compliance with safety standards.
  - **Provided excellent patient service** by greeting patients, verifying requisitions, explaining procedures, and ensuring a comfortable and professional clinical experience.
  - **Managed administrative and clerical duties**, including scheduling appointments, maintaining and updating electronic medical records (OSCAR), scanning and filing documents, and ensuring accurate patient documentation.
  - **Coordinated communication with external healthcare providers** by preparing and sending faxes to clinics, pharmacies, and laboratories, as well as handling inquiries from patients and physicians in a professional manner.
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### **Medical Laboratory Technician**

**Civil Hospital Hoshiarpur – Punjab, India**

**(2019 – 2021)**

**IVY Hospital Hoshiarpur -Punjab India**

**(2022 – 2023)**

- Performed venipuncture and capillary blood collection for patients across multiple hospital departments, ensuring accurate patient identification and adherence to infection prevention and control (IPAC) standards.
  - Conducted ECG (Electrocardiogram) testing, including patient preparation, electrode placement, and accurate recording of cardiac activity to support physician diagnosis.
  - Assisted in hematology and clinical laboratory testing, including Complete Blood Counts (CBC) and routine blood analyses, ensuring timely and accurate results.
  - Supported blood bank operations, including blood grouping, cross-matching, and preparation of blood components in compliance with safety and quality standards.
  - Communicated directly with patients to explain procedures, provide reassurance, and deliver patient-centered care while collaborating effectively with multidisciplinary healthcare teams.
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### **LANGUAGES**

Fluent in English, Punjabi, and Hindi

### **AVAILABILITY**

- Available for all shifts (days, mornings, evenings, nights, weekends, and holidays)
- Willing to relocate to other cities based on organizational needs and opportunities.