

# Jasmine Staples

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## PROFILE

With over seven years of diverse employment history, I am currently enrolled in the Biotech Career Foundations certificate program designed by Bioversity in partnership with the Massachusetts College of Pharmacy and Health Sciences. I am seeking to transition into an early-career role in the life sciences. My strong background in administrative and dental assistant roles, combined with the technical and soft skills gained from the program, make me well-suited for a career in this field. I am eager to apply my problem-solving abilities and adaptable skillset to benefit your team.

## EDUCATION

### **Bioversity – Biotech Career Foundations**

June 2024

Certificate of Completion

- Time management
- Team collaboration
- Autoclave Sterilization
- Laminar Flow Hoods and Biological Safety Cabinets
- Understanding of laboratory safety protocols
- Reporting and presentation skills
- Operation and maintenance of lab equipment
- Problem-solving

### **Cambridge College**

July 2023- June 2025

Bachelors in Arts-Human Service

## EXPERIENCE

### **Image Archive Assistant**

January 2020 - Current

#### **Beth Israel Lahey Health, Boston, MA**

- Uploaded and digitized patient X-ray images, and inputted patient information into EPIC , AMBRA, and PACS system.
- Managed patient X-ray image requests electronically (AMBRA), via telephone, email, fax, mail, or in-person pickup.
- Provided accurate and timely second opinions with radiology reports, particularly for challenging or ambiguous cases per physicians' request. Communicated results and recommendations clearly and effectively to referring physicians and healthcare providers.

### **Data Entry Coordinator**

#### **Commonwealth Corp, Somerville Homeless Coalition, Somerville, MA**

Aug. 2022- June 2023

- Assisted with day-to-day scheduling of deliveries, packing of orders, and delivery program volunteer training. Designed improvements to client check-in VESTA HMIS system and restructured home delivery schedule.
- Assisted with client intakes and reauthorization calls. Helped the greater Commonwealth Corps community, including participating in cross-site learning groups, writing a short profile for the CC newsletter, connecting with other members on our online platforms, and attending optional social/service events.

## **Surgical Dental Assistant**

Sept. 2017- Dec 2019

**Boston University Henry M. Goldman School of Dental Medicine** Boston, MA

- Assisted the surgeon with all chairside procedures including operatory setup, anesthesia administration, and cleanup.
- Prepared and sterilized surgical instruments, materials, and equipment in accordance with infection control and biohazard protocols.
- Prepared, broke down, disinfected, and sterilized treatment rooms and instruments, maintaining strict compliance with infection control, CDC, OSHA, and HIPAA regulations.

## **SKILLS**

- **Problem-Solving:** Demonstrated ability to analyze complex situations and develop effective solutions, ensuring optimal outcomes in various clinical and administrative settings.
- **Results-Oriented:** Proven track record of meeting and exceeding performance goals, consistently delivering high-quality work under tight deadlines.
- **Adaptable:** Highly flexible and capable of adjusting to new environments, technologies, and procedures quickly and efficiently, ensuring smooth transitions and continuity of operations

## **AWARDS/INTERNSHIPS**

### **THE NATIONAL SOCIETY OF LEADERSHIP AND SUCCESS**

September 2023

Cambridge College chapter

4.0 GPA

### **AmeriCorps Vista Service**

July 2021-August 2021

Epilepsy Foundation New England

### **Department of Transitional Assistant – Internship**

Data Entry Specialist- Data Analytics Department

March 2016- April 2017

