

# Jahi King

617-407-4976 | jahiking15@gmail.com | Brockton, Ma  
[www.linkedin.com/in/jahi-king](http://www.linkedin.com/in/jahi-king)

## PROFILE

I recently completed the Bioversity Biotech Career Foundations Certificate Program, designed and taught by the Massachusetts College of Pharmacy and Health Sciences. After two years of professional experience in the Health Care Industry, I am eager to leverage my transferable skills and technical training to transition into an early-career lab operations role.

## Technical Training and Professional Skills

- Monitor inventory levels, establish accurate reordering points, and maintain adequate safety stock
- Solution and buffer preparation, molarity, dilutions, and unit conversions
- Use of essential lab equipment: pH meters, spectrophotometers, stirring plates, fume hoods
- Problem Solving: Resolved patient scheduling challenges by identifying openings in doctors' calendars to accommodate additional patients, helping maximize daily appointment capacity.
- Attention to Detail: Reviewed patient appointments for accuracy to prevent billing errors, helping reduce potential revenue loss.

## EDUCATION

### Bioversity – Biotech Career Foundation

August 2025

Certificate of Completion

### Brockton High School

June 2019

High School Diploma

## EXPERIENCE

### Practice Coordinator

Tufts Medical Center, Boston, MA

January 2023- Present

- Coordinate physician and nurse schedules to optimize daily patient flow and reduce wait times.
- Collaborate with patients to identify convenient appointment times and ensure all necessary paperwork was completed in advance to support smooth check-ins.
- Ensure high standards of cleanliness and safety in patient waiting areas, ensuring compliance with healthcare regulations and fostering a welcoming, hygienic environment for patients.

### Sales Rep

T-Mobile, Quincy, MA

September 2020-December 2022

- Maintained accurate inventory levels and received, inspected, and organized incoming shipments to ensure product availability and a smooth customer experience.
- Organized and cleaned the sales floor by correctly placing products and disposing of shipping materials, contributing to a welcoming store and safe environment.

### Apprentice Carpenter

United Brotherhood of Carpenters, Boston, MA

January 2019- December 2021

- Installed special fire-stopping systems for each room and floor in newly renovated apartment buildings.
- Inspected and verified fire barriers throughout commercial and residential buildings.
- Communicated with electricians, HVAC technicians, and foremen to plan work progress.