
Jaime Muth-Gittner

Professional Summary

Proven track record in Inter-personal skills, time management, and handling escalated situations. Skilled in Microsoft Excel, Word, and Outlook. Proven history of responsibility and reliability.

Experience

Barista, 08/2008 to 05/2011

Copperstar Coffee – Phoenix, AZ

Daily opening/closing responsibilities including baking, training new employees, accounting and banking details, supply and purchase orders and general key holder responsibilities.

Laboratory Technician/Lab Management, 09/2005 to 06/2006

Cigna Health Care – Tempe, AZ

Collecting and preparing medical samples for observation. Preparing all necessary paperwork and result reports for the team of family practice physicians. Patient outreach and result notification over the phone. Ordering and accounting for all laboratory supplies.

Laboratory Technician/Phlebotomist, 09/2004 to 09/2005

Maricopa Medical Center – Phoenix, AZ

Collecting and processing medical samples in a variety of medical settings within a high volume adult and pediatric level 1 trauma center. Duties included, but not limited to, the standard hospital floors, offsite medical clinics under the Maricopa Integrated Health banner, Arizona State Hospital for mental health, Hospice, "Burn unit", trauma rehabilitation, and active prisoner inmate wing. Running clinical samples in a professional laboratory setting. Opening and operating offsite sample drawing locations, including supply ordering and data input for those locations. ICD-9/medical billing input for assisted living and laboratory patient outreach programs funded by the state of Arizona.

Administrative Office Assistant and Assistant Manager, 08/2002 to 08/2004

Marsoner – Phoenix, AZ

Began as the administrative office assistant and promoted to assistant manager in charge of a team of 12 employees. General office duties included payroll, scheduling, supply purchasing, vendor purchase orders and payments, daily sales report generation and data input through Microsoft Excel. Daily cash accounting and banking responsibilities with high volume deposits. Hiring and training of incoming staff for multiple offices.

Fleet Management Office Administrative Assistant, 03/2002 to 09/2002