

ALETA A. UNVERZAGT

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WORK EXPERIENCE

Sales Associate

Weber's Cider Mill Farm, Parkville, Maryland.

October-December 2009.

Provided customer service. Operated cash register. Utilized multi-line telephone.

Lab Aide

Anne Arundel Dermatology Pathology, Glen Burnie, Maryland.

June 2009-August 2009.

Accession specimens. Quality control and maintenance on specimen processors and automatic stainers.

Maintain supply inventory.

Lab Technician

Surgical Pathology Laboratory, Saint Joseph Medical Center, Towson, Maryland.

October 2005-June 2009.

Accession (assigning case numbers to) surgical and cytology specimens and data entry. Register patients/specimens as necessary. Dispose of laboratory specimens according to laboratory procedures.

Process and stain cytology specimens to obtain slides for screening. Schedule procedures as needed.

Assist radiologists with fine-needle aspirate procedures as needed. Clerical/administrative duties: use of a multi-line telephone and operating standard office equipment. Make use of Microsoft Office programs to create or update correspondence, forms and reports as needed. Train new employees.

Lab Unit Clerk

Surgical Pathology Laboratory, Saint Joseph Medical Center, Towson, Maryland.

June 2001-September 2005.

Data entry. Registered patients/specimens as necessary. Disposed of laboratory specimens according to laboratory procedures. Received hazardous material operations training. Clerical duties including: ordering supplies, filing, multi-line telephones, utilizing standard office equipment, and using Microsoft Office programs (Word and Excel) to create or update correspondence, forms and reports as needed.

Arts Assistant (Seasonal Position)

Baltimore County Commission on Arts and Sciences, Baltimore County Department of Recreation and Parks, Towson, Maryland.

March-August 2002, February-June 2003, 2004, 2005.

Selected, hired and scheduled artists/entertainers to perform at various county-wide summer camps and playground sites or to lead one-week workshops. Prepared contracts and budget records to submit for payment. Assisted with Baltimore County arts grant process as needed: proofread grant applications, created and updated grants database, updated grant program spreadsheet, assisted with annual reports, attended Commission meetings and took (and submitted) minutes. Assisted with annual writing contest and its ceremony.

EDUCATION

Towson University.

Major: Modern Languages-Spanish.

College of Notre Dame of Maryland. Baltimore, Maryland.
Degree: Bachelor of Arts in Liberal Arts, awarded May 1999
Concentrations: Psychology and biology.

University of Maryland School of Nursing. Baltimore, Maryland.
Credits earned: 28. Attended Fall 1999-Spring 2000.

VOLUNTEER EXPERIENCE

St. Michael the Archangel Church and School. Baltimore, Maryland
January 2010.

Perform office duties including creating spreadsheets and data entry.