# Jose A. Adelo

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To obtain a position where I can maximize my multilayer of management skills, quality assurance, program development, training experience, customer service and a successful track record in the Blood Banking care environment.

**Skills**

**Summary of Qualifications**
Results-oriented, high-energy, hands-on professional, with a successful record of accomplishments in the blood banking, training and communication transmission industries. Experience in phlebotomy, blood banking industry, training, quality assurance and customer service with focus on providing the recipient with the highest quality blood product, fully compliant with FDA cGMP, Code of Federal Regulations, AABB accreditation and California state laws.

Major strengths include strong leadership, excellent communication skills, competent, strong team player, attention to detail, dutiful respect for compliance in all regulated environment and supervisory skills including hiring, termination, scheduling, training, payroll and other administrative tasks. Thorough knowledge of current manufacturing practices and a clear vision to accomplish the company goals. Computer and Internet literate.

**Professional Accomplishments**

**Program/Project Manager**
Facilitated educational projects successfully over the past two years for Northern California blood centers, a FDA regulated manufacturing environment, as pertaining to cGMP, CFR's, CA state and American Association of Blood Bank (AABB) regulations and assure compliance with 22 organization quality systems.

Provided daily operational review/quality control of education accountability as it relates to imposed government regulatory requirements in a medical environment.

Assisted other team members in veni-punctures, donor reaction care and providing licensed staffing an extension in their duties by managing the blood services regulations documentation (BSD's) while assigned to the self-contained blood mobile unit (SCU). Successfully supervised contract support for six AT&T Broadband systems located in the Bay Area. Provided customer intervention/resolution, training in telephony and customer care, Manpower Scheduling, Quality Control, Payroll and special projects/plant extensions and evaluations to ensure proper end-of-line and demarkcation signal.

Reduced employee turnovers, introduced two-way communication to field employees, enhanced employee appearance and spearheaded the implementation of employee (health) benefits.

Chief point of contact for the AT&T telephone and the ABC Affiliated TV stations as it relates to complaints and diagnosing communicational problems either at the site or remote broadcasting. Also tested/repaired prototype equipment for possible consideration or for future use.

Reviewed FAA safety requirements and procedures to ensure compliance for aircraft and passenger safety. Communication expert and programming specialist for the intermediate range Lance and Persian missile systems. Trained to operate and repair the (FDC) fire direction control computer system and field satellite communications.

Supervised and maintained the position of System Technician in charge of status monitoring and the integration of monitoring devices in nodes and power supplies. For the reception and transmission of telemetry to the network operation centers (NOC's) located in Denver, CO and Fremont, CA. Designed plant extensions, improved the paper flow and inventory control for the warehouse. Provided preventative maintenance at the system level, face to face customer interaction when required and traveled to several telephony/@home systems in the U.S. for evaluation and suggestions in using the status monitoring equipment.

**Education**

**San Jose University**
San Jose, CA, United States
Administration of Justice - Associate of Art

**NCTI Certified**
Denver, CO, United States
CATV System Technician

**ABM Certified**
Denver, CO, United States
Cornerstone Technician