

Robert Smith

Central Sterile Technician

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SUMMARY

Cleans and inspects patient equipment, gathers instruments and supplies for surgical case carts. Operates equipment as well as some computer systems, inventories and restocks departmental supplies and special carts.

SKILLS

Word Processing, Excel, Customer Service, Powerpoint, Type 60 Wpm, Email, Cash Register, CPR Certified, Fast Learner, Friendly, Flexible.

WORK EXPERIENCE

Central Sterile Technician

ABC Corporation - 1980 - 1990

- Inventory surgical instrument sets and prepare for surgical cases.
- Ensure surgical instruments are sterile and in working condition.
- Track surgical supplies and charge patient accordingly.
- Audit surgical records to guarantee patient is properly charged.
- Answer calls from surgery and provide proper materials as needed.
- Follow guidelines to maintain a sterile environment.
- Return unused and sterilized materials to proper location.

Central Sterile Technician

ABC Corporation - 1976 - 1980

- Show proficiency in decontam, instruments, case carts, durable medical equipment and crash carts/floor carts.
- Correctly utilize equipment including Ultrasonic washer, washer-sterilizer, Pre-Vac sterilizer, Ethylene Oxide sterilizer, Pasteurizer, and heat sealers.
- Answer phones and provide prompt customer service.
- Ensure timely delivery of all floor carts and durable medical equipment requested.
- Handle all confidential patient information appropriately.
- Communicate effectively with team members and management..
- This is Dummy Description data, Replace with job description relevant to your current role.

EDUCATION

General Education - 2012(University of North Dakota)