

## Objective

An organized professional capable of working under high pressure and ambiguous situations. Highly adept at evaluating problems and implementing strategies with an emphasis on outstanding customer service and quality.

## Skills

Microsoft Office, Word,Excel.

## Work Experience

### Asst. Materials Clerk

**ABC Corporation** - September 2005 – 2016

- Responsible for organizing and controlling surgical materials resources, daily reordering and replenishment of supplies.
- Initiates purchase orders and inputs them into system.
- Ensures that appropriate materials and resources, including equipment, instrumentation, implants, and supplies, are available as needed.
- Researches and responds to surgeon related equipment request as designated by specialty team coordinators.
- Monitors instrument inventory on a weekly basis.
- Orders all implants and prosthesis and established inventory based on frequency or performed procedures.
- Monitors supply and equipment expenses.

### Materials Clerk

**Delta Corporation** - 2004 – 2005

- Tracked foam pad inventory and components -Completed shipping and receiving paperwork
- Recorded daily production, scrap, and repair data Computer.
- Responsible for the ordering, stocking, rotating and checking expiration dates of all the supplies for the O.R.
- Became a valuable member of the department as well as the hospital. I started off working in foodservice as a food service assistant, there I help.
- Skills Used Good communication skills, computer skills, the ability to follow directions and complete all tasks.
- Analyzed data and conducted inventory pricing for surgical medical supplies Utilized medical data software to purchase and issue medical supplies.
- Order and receive product for the hospital.
- Skills Used Answered phones, ordered product, fax orders in, unloaded trucks.

## Education

Diploma in Medical Assisting - (Concorde Career Institute (Bryman College) - San Jose, CA)