

**Objective**

---

To obtain a position as a Surgical Technician within a well-established hospital or surgery center where my education, skills, and dedication prove to be an asset to the team I work with.

**Education**

---

**Everest College**, Thornton, CO  
Associate of Science in Surgical Technology  
Anticipated Completion: January 2013

**Colorado Mesa University**, Grand Junction, CO  
Bachelor of Science in Business Administration, 2000

**Colorado Mesa University**, Grand Junction, CO  
Associate of Science in Tourism and Hospitality, 1999

**Skills**

---

- HIPAA / OSHA Certified
- Medical Terminology
- Preparing Sterile Instrument Table
- Positioning Patients According to Procedure
- Scrubbing, gowning, and gloving Surgeon
- Proper Handing of Instrument to Surgeon
- Adhere to Code of Ethics Created by AST
- Pharmacology
- CPR Certified
- Anatomy and Physiology
- Assembling Supplies & Equipment for Procedures
- Gathering Equipment for Sterilization
- Able to Set-Up Back and Mayo Stands
- Excellent Planning and Problem Solving Skills
- Ability to Multi-Task and Prioritize Tasks
- Work Well Either Solo or With A Team

**Work History**

---

**1<sup>st</sup> Bank** Wheat Ridge, CO  
Teller / Customer Service

- Provided outstanding customer service
- Listened and empathized with customer needs during their banking experiences
- Followed State and Federal regulations while watching for fraud
- Accurately handled a large amount of money on a daily basis

**Floor and Décor Outlet** Arvada, CO  
Customer Service

- Directed and educated customers on installation and flooring designs
- Recognized by management for having product awareness, motivation and accuracy

**CCY Architects** Basalt, CO  
Office Manager

- Provided clerical support to the firm founder and 35 other architects
- Maintained all office files, records, supplies and maintenance
- Demonstrated the ability to prioritize tasks, maintain spreadsheets, and track projects
- Assisted the directors of finance and marketing on special projects as needed
- Coordinated luncheons, travel arrangements, and office outings

**Fastaff Travel Nursing** Greenwood Village, CO  
Recruiter

- Worked with traveling nurses to place them on assignments with hospitals
- Acted as an advocate when the nurses encountered problems or issues on their assignments
- Assessed the nurses skills in order to find the best unit for their assignments

**References**

Available upon request

---