

Allyson Washburn

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34710 54th Avenue South Auburn,
Washington

Summary

Dedicated and detail-oriented professional with a strong work ethic and exceptional organizational skills. Proven ability to learn new skills quickly and adapt to changing environments. Adept at managing multiple tasks efficiently and consistently delivering high-quality results. Demonstrates a proactive approach to problem-solving and a commitment to continuous improvement. Highly adaptable and reliable team player with a track record of contributing to team success through hard work and effective collaboration.

Employment History

Bus Assistant

Federal Way Public Schools • Federal Way, WA

04/2023 - Present

Ride with and assist driver with school children with different abilities and behaviors.

Research Associate

RetailData LLC • Glen Allen, VA

10/2022 - 11/2023

Gather pricing data from various stores

Manager

We Rock the Spectrum Kids Gym - Federal Way • Federal Way, WA

02/2018 - 09/2022

- Answer phones, schedule clients, customer service.
- Supervision of neuro-typical and non neuro-typical kids with or without guardian/caregiver.
- Provide assistance/opportunity to kids/adults with physical and/or mental disabilities.
- Ordering/shopping and stocking products for general use, sales, and special events.
- Overlooking accounts to make sure they have proper paperwork.
- Equipment maintenance Invoicing and billing.
- Cleaning/janitorial needs.
- Creating flyers or emails for classes or events offered.
- Posting to social media.
- Email/social media correspondence.
- Creating forms, word documents, excel documents as needed.
- Staff training and scheduling.
- Balancing cash drawer.

Paraeducator

Federal Way Public Schools • Federal Way, WA

02/2016 - 02/2018

- Distribute tests and homework assignments and collect them when they are completed
 - Requisition and stock teaching materials and supplies
 - Organize and label materials and display students' work in a manner appropriate for their eye levels and perceptual skills
 - Use computers, audio-visual aids, and other equipment and materials to supplement presentations
 - Supervise students in classrooms, halls, cafeterias, school yards, and gymnasiums, or on field trips
 - Take class attendance and maintain attendance records
 - Discuss assigned duties with classroom teachers to coordinate instructional efforts
 - Organize and supervise games and other recreational activities to promote physical, mental, and social development
 - Laminate teaching materials to increase their durability under repeated use
 - Observe students' performance, and record relevant data to assess progress
 - Maintain computers in classrooms and laboratories and assist students with hardware and software use
 - Prepare lesson materials, bulletin board displays, exhibits, equipment, and demonstrations
 - Provide extra assistance to students with special needs, such as non-English-speaking students or those with physical and mental disabilities
 - Operate and maintain audio-visual equipment
 - Assist in bus loading and unloading
 - Type, file, and duplicate materials
 - Instruct and monitor students in the use and care of equipment and materials to prevent injuries and damage
 - Present subject matter to students under the direction and guidance of teachers, using lectures, discussions, or supervised role-playing methods
 - Attend staff meetings and serve on committees, as required
 - Distribute teaching materials, such as textbooks, workbooks, papers, and pencils to students
 - Tutor and assist children individually or in small groups to help them master assignments and to reinforce learning concepts presented by teachers
 - Provide disabled students with assistive devices, supportive technology, and assistance accessing facilities, such as restrooms
- Conduct demonstrations to teach skills, such as sports, dancing, and handicrafts.

Surgical Technologist

Franciscan Point Surgery Center • Crown Point, IN

08/2012 - 07/2015

- Maintain a proper sterile field during surgical procedures
- Wash and sterilize equipment, using germicides and sterilizers
- Scrub arms and hands and assist the surgical team to scrub and put on gloves, masks, and surgical clothing
- Prepare dressings or bandages and apply or assist with their application following surgery
- Count sponges, needles, and instruments before and after operation
- Operate, assemble, adjust, or monitor sterilizers, lights, suction machines, or diagnostic equipment to ensure proper operation
- Clean and restock operating room, gathering and placing equipment and supplies and arranging instruments according to instructions, such as a preference card
- Provide technical assistance to surgeons, surgical nurses, or anesthesiologists
- Hand instruments and supplies to surgeons and surgeons' assistants, hold retractors and cut sutures, and perform other tasks as directed by surgeon during operation
- Prepare, care for, and dispose of tissue specimens taken for laboratory analysis
- Prepare patients for surgery, including positioning patients on the operating table and covering them with sterile surgical drapes to prevent exposure.

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Professional Skills

Customer service, Communication skills, Computer literacy, Time management, Microsoft word, Leadership, Documentation review, Microsoft excel, Attention to Detail, Active Listening, Critical Thinking, Strong Work Ethic, Work well under pressure, Problem Solving

Education

Surgical Technology

Ivy Tech Community College • Valparaiso, IN Associates 08/2001

Degree general studies

Crown Point High School • Crown Point, IN 06/1998
Diploma