

Yvette Bradley		
<a href="tel:682-365-0000">682-365-0000</a>		
Yvettebradley2014@gmail.com		
Objective	To obtain a position as a Certified Surgical Technologist while continuing to learn and excel in the medical field. Aspires to improve overall efficiency for operating room staff members by applying thorough understanding, haste, and critical thinking while ensuring each patient experiences the best quality care.	
Skills	<ul style="list-style-type: none"> <li>• Team player with a positive attitude</li> <li>• Patient-focused care</li> <li>• Bilingual (Spanish)</li> <li>• Fast Learner</li> <li>• Detailed oriented</li> </ul>	<ul style="list-style-type: none"> <li>• Flexible</li> <li>• Multi-Tasker</li> <li>• Leadership</li> <li>• Dependable</li> <li>• Resourceful</li> </ul>
Experience	<p><b>PAS Lead/ PAS II/ PAS I</b>  <i>11/2015 to present</i>  <b>Cook Children's Urgent Care/ ER Registration/ Dodson Specialty</b>, Fort Worth, Texas</p> <p>Assist management team in overseeing ongoing activities in registration departments. Resource person for registration personnel. Internal and external customer satisfaction. Understanding the revenue cycle including how patient access assists with the creation of clean claims, QA reports, end of shift reports, and insurance verifications. Attend any job training or meetings. Greet patients and families; answer the telephones when needed and transfer, insurance verification, patient registration for specialty appointments, ER visits, and X-Ray / Ultrasound Visits, or Urgent Care appointments. Balance cash drawers at open and closing, and collect office fees. Help our families check-in at the Kiosk and direct them to their Specialty Clinic and working in Athena, Medi-Tech, and EPIC database.</p> <p><b>Senior Secretary</b>  <i>11/2012 to 11/2015</i>  <b>Cook Children's Psychology Department</b>, Fort Worth, Texas</p> <p>Greeted patients and answered the telephone and represented the clinic in a professional and businesslike manner. Responsibilities included scheduling appointments, insurance verification, patient's referrals, patient registration, complete medical records, check-in and check-out patients, preparation of charts, cover other locations in the department when needed, support clinician at Mccart Neighborhood Clinic, balance cash drawers, deposits, and collect office fees, and working in Athena, Medi-Tech, and EPIC database</p> <p><b>Sterile Processing Tech/Surgical Technologist Intern</b>  <i>10/2018 to present</i>  <b>Texas Health Huguley</b>, Burleson, Texas</p> <p>Tech I responsibilities, performs duties in decontamination, disinfection, and sterilization logs. Monitors logs, tray setups, prioritizing workloads, tracks and</p>	

	<p>recovers equipment and instruments issued to Nursing Units. Surgical Technologist training includes Training included a (2) 10-week clinical experience. 189 cases worked which included: 10 ENT, 10 GU, 41 OB-GYN, 5 PV, 16 CV, 37 Ortho, 2 Oral/Max and 67 General cases. Demonstrates/ practices with knowledge of sterile and aseptic technique principles and procedures, possess ability to accurately and calmly perform tasks under pressure and works as an integral component of the surgical team.</p> <p><b>Orthodontic Assistant</b>  07/2017 to 12/2017  <b>Smile Workshop</b> , Fort Worth, Texas</p> <p>Traveling chairside assistant, orthodontic assistant, oral surgery assistant, sterilize instruments, tray setup, digital radiographs, pour up models, impressions, fabricate retainers, pre and post – op care, N2O, and infection control. Schedule appointments.</p> <p><b>Oral Surgery Assistant</b>  03/2017 to 12/2017  <b>Wisdom Teeth Guys</b> , Fort Worth, Texas</p> <p>Traveling dental assistant, assist in sedation surgeries; sterilize instruments, tray setup, digital radiographs, post op and pre op care, and infection control.</p>	
	<p><b>Dental and Orthodontic Assistant</b>  06/2010 to 11/2012  <b>Rodeo Dental &amp; Orthodontics</b>, Fort Worth, Texas</p> <p>Chairside assistant, orthodontic assistant, sterilize instrument, tray setup, digital and analog radiographs, impressions, fabricate retainers and temporary crowns, front office, billing and coding, call insurance companies when there is rejections or denials. Schedule appointments, and verify insurance in Dentrix database, pre and post – op care, N2O, and infection control.</p> <p><b>Dental Assistant</b> <span style="float: right;">10/2008 to 03/2009</span>  <b>Dr, E Dale Martin</b>, Fort Worth, Texas</p> <p>Chairside assistant, front office, scheduling appointments, verifying insurance, infection control, sterilizing instruments, analog radiographs, N2O, tray setup, pre and post- op care and assist dental procedures in the surgery room.</p>	
<b>Education</b>		
	Concorde 2019	2017 to
	Tarrant County College 2014	2009 to
	Career Centers of Texas	2008
	Northside High School 2006	2003-
<b>Certification</b>		

RDA X-Ray N2O BLS (AED & CPR) Certified Surgical Technologist through NBSTA	
---	--