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| --- | --- |
| Kneisha Wright | 972-741-7849  Kneishaw@yahoo.com |

***OBJECTIVE***

To utilize my skills, experience, and expertise to acquire a challenging position with a progressive company that offers career growth and opportunity for advancement.

***SUMMARY OF QUALIFICATIONS***

|  |  |  |
| --- | --- | --- |
| * Great work ethic * Positive attitude * Effective communicator * Customer relations | * Surgical Technician * Flexible team player * Organized/Self sufficient * Reliable/Dependable | * Diversity awareness * Maintain confidentiality * Compliance/Regulation * Technically proficient |

***EDUCATION***

Fortis College - Grand Prairie, Texas March 2015 - January 2017

**Surgical Technician Program**

**Associate Degree in Applied Science**

**NCCT Certified**

**BLS Provider**

Grambling State University - Grambling, Louisiana June 2008 - May 2009

**Biology Major**

***WORK EXPERIENCE***

Texas Health Resources - Dallas, Texas August 2017 – Present

**Surgical Technologist**

* Exercised knowledge and skills in [sterile](https://en.wikipedia.org/wiki/Sterile_technique) and [aseptic techniques](https://en.wikipedia.org/wiki/Aseptic_technique)
* Anticipate the surgeons next move to ensure surgical procedures are performed efficiently
* Maintain knowledge of a wide range of surgical instruments needed by the surgeon
* Maintain the sterile field

RaceTrac - Grand Prairie, Texas November 2015 – August 2017

**Associate**

* Train new employees
* Maintain inventory control
* Educate clients on products and suggest products as necessary
* Respond to member requests in and follow up to ensure 100% satisfaction
* Participate in special projects or programs as assigned
* Increase knowledge of on-going promotions utilizing the promotion database

Cheddar’s Casual Café - Dallas, Texas May 2014 - September 2015

**Waitress**

* Greeted guests and provided a positive arrival experience for guests
* Learned and described menu items to guests
* Delivered beverages and food in a timely manner
* Followed up with guests and refilled beverages throughout the meal
* Delivered and processed guest bills

Eberstein & Witherite LLP - Dallas, Texas December 2013 - May 2014

**Front Desk Clerk**

* Processed service requests
* Prepared and delivered specified documents to borrowers and third parties
* Handled escalated customer service calls
* Requested borrower and third-party payoffs
* Reserved conference rooms
* Coordinated activities for various departments including litigation, pre-litigation, and accounting