Maria Flores

1722 Billie Dr.

Dallas, TX, 75232

Phone: 214/527-6218

[flores\_maria01@hotmail.com](mailto:flores_maria01@hotmail.com)

**Objective:**

To obtain a position as a Surgical Technologist in a health care facility in which I can utilize my professional skills to benefit both, the facility and patients.

**Professional Abilities and Skills:**

* Thorough knowledge in computers, including Microsoft Office Word, Power Point, and Excel.
* Bilingual, fluent in both Spanish and English.
* Exceptional communication skills with both colleagues and patients.
* Efficient in multitasking and time management, completing tasks in an accurate and calmly matter under pressure.
* Organized, independent, and professional.

**Working Experience:**

*DaVita Rx, Coppell, TX*

*Pharmacy Representative*

*February 2014- June 2018*

* Communicate with patients and address their needs accordingly.
* Refill medications and investigate insurance rejections.
* Handle billing, enrollment, and insurance inquiries.
* Train new incoming employees.

*UT Southwestern P. Clements Jr. & Zale Lipshy University Hospital, Dallas, TX*

*Surgical Technologist Internship*

*January 2018- June 2018*

* Prepare operating room prior to operation.
* Verify equipment and supplies needed.
* Set up and maintain sterile field.
* Provide equipment to surgeon anticipating the needs during and prior to surgery.
* Familiar in working with robot in robotic assisted surgeries.
* Knowledge in General, Orthopedics, Cardio, Plastics, Neuro, OB/GYN, EENT/OTORHINO, EYE/OPH, and GU surgeries.

*Baja Auto Insurance, Dallas, TX*

*Sales Representative*

*September 2013- February 2014*

* Sale auto, home, renters, and business insurance.
* Take payments and installments towards policies.
* Communicate efficiently with customer to find the best policy available.

Education:

* Surgical Technologist Associates Degree, 2018

El Centro College, Dallas, TX

* Basic Life Support Certification for Healthcare Providers, 2017

American Heart Association, Dallas, TX

* Associate in Science, 2014

Mountain View College, Dallas, TX

* High School Diploma, 2011

School of Health Professions at Townview, Dallas, TX

Professional Affiliations:

* Member of the Association of Surgical Technologist