Letitia Maria Collins

     6208 Rhapsody Lane

                                        Dallas, Texas75241                        [(469)765-7104](tel:%28469%29%20765-7104)

OBJECTIVE:

Certified Sterile Processing Technician seeking employment within a healthcare environment that offers opportunity for professional development and advancement.

EXPERIENCE:

From: January 2017-May 2017

 Walnut Hill Medical Center

7502 Greenville Ave. 75231

BRITTANY WILLIAMS

Director of Surgical Services

[(214)796-8418](tel:%28214%29%20796-8418)

Job Title: Lead Tech

Responsibilities 

* Adheres to the sterilization process policies and procedures
* Cleans each item according to manufacturers' instruction
* Inspects instruments under microscope for damage and defects; lubricates items as required
* Determines that each item is in good working condition
* Sorts and arranges items into proper trays according to established policy and procedure
* Wraps trays and individual items according to established policy and procedure
* Accurately labels each item with name and expiration date
* Correctly operates sterilizers, ultrasonic washer and other equipment for processing items
* Positions items correctly in sterilizer and selects proper cycle; seeks assistance when needed
* Checks indicators for proper functioning
* Performs required biological monitoring tests on all sterilizers according to established policy and procedures
* Maintains availability of supplies for continuity or recording throughout sterilization process
* Cleans sterilizers according to established policies and procedures
* Maintains inventory levels and accurate records
* Performs weekly inspections of all sterile items in the facility
* Checks for outdated items and package integrity of wrapped sterilized items; replaces items as necessary
* Places items in correct location
* Maintains adequate inventory of supplies for the sterile processing area
* Maintains and updates the instrument ray inventory list
* Maintains current information regarding routine preference cards
* Accurately document count of items sent to and returned by laundry

DOCTORS HOSPITAL OF WHITE ROCKLAKE              05/05/2014 – 11/09/2016

9440 Poppy Dr.  Dallas, TX. 75218

Gregory Demus, CMM

• Duties:

Responsibilities 

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UT SOUTHWESTERN ZALE LIPSHYHOSPITAL            03/04/2013 – 03/20/14

5151 Harry Hines Blvd.  Dallas, TX. 75390

LaSonia Cain, CMM

Responsibilities 

* Adheres to the sterilization process policies and procedures
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PARKLAND MEMORIALHOSPITAL                             12/14/2012 – 03/04/13

5201 Harry Hines Blvd. Dallas, TX. 75235

Mark Smith, CMM                                                                w [(214)590-8000](tel:%28214%29%20590-8000)

Duties:

Responsibilities 

* Adheres to the sterilization process policies and procedures
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EDUCATION/CERTIFICATION

Fortis Institute (Formally known as Medvance)                                                                 Grand Prairie, Texas                       09/04/11 – 10/2012

Sterile Processing Diploma Program/752 clock hours 400 hours hospital externship

Colorado Tech University                                                                                             Colorado Springs, Colorado           05/2011- 07/2011

Core Studies

Extended Health Education

Arlington, Texas                             01/1998 – 06/1998

Texas Certified Nurse Assistant   Program

IAHCSMM CRCST (Proof of current certification upon request)

Dual Certification as Texas Certified Nurse Assistant/ Home Health Aide

Professional References Available upon Request

 Brittany Williams, Director of Surgical Services

(214)796-8418