**Cassandra Franklin**

6526 S. Lancaster Rd. Dallas, TX 75241 (214)738-3751 Email: [c.franklin40@yahoo.com](mailto:c.franklin40@yahoo.com)

**Objectives**

Seeking a career with a growing company as a Surgical Technologist. Pursuing a position within an innovative and professional organization that recognizes, appreciates and promotes excellence, where I can contribute my knowledge and skills as well as learn and develop new skills and grow within the healthcare industry. I am a problem solver who is accustomed to working in a fast paced environment where handling multiple assignments is the order of the day. I am a people person who can work independently or within a team.

**Skills Set**

Securing equipment

Arranging equipment

Creating sterile field

Opening sterile supplies

Scrubs/gowns/gloves

Organizes sterile field

Performs necessary counts

Anticipates surgeon needs

Pass instruments &supplies

Maintains sterility

Cares for specimen

Performs closing counts

Applies sterile dressings

**Computer Skills**

Microsoft Office which includes Word, Excel, Power point, Outlook, Works, Quicken, Windows 7, Internet, email, faxing, copier, scanner, postage scale, multi-line phone system, typing 35-40 wpm.

**Clinical Experience**

*Baylor Scott and White Irving, Texas 10/2017-current*

*Surgical Technologist Service Line Coordinator*

*UT Southwestern Medical center 2/2017-10/2017*

*Surgical Technologist*

*Texas Health, Dallas 5/2016-2/2017*

*Surgical Technologist*

*Baylor Scott and White Irving, Texas 10/2014-5/2016*

Surgical Technologist

**General**

Inguinal Hernia Repair Umbilical Hernia Repair Lap Cholecystectomy(Robotic)

Lap Appendectomy Mediport Catheter Placement Breast Lumpectomy with

Single site Lap Cholecystectomy (Robotic) Guidewire

Exploratory Laparotomy

**Colorectal**

Fistulectomy Colonoscopy Ostomy Closure

Hand assisted Sigmoid Colectomy Colectomy

Hemorrhoidectomy

**Urology**

Urethral Stent Placement Cystoscopy Laser Lithotripsy TURB/TURBT

Circumcision Nephrectomy(Robotic)

**Orthopedics**

I & D Finger, Hand and Foot BKA Amputation HIP Pinning

ORIF Hardware Removal IM Rod/Femur

Carpal Tunnel Release Amputation Toe

**GYN**

TAH Laparoscopy Hysterectomy (Robotic)

Vaginal Hysterectomy Hysteroscopy Bilateral Laparoscopy Salpingectomy Cervical Cerclage Laparotomy MyomectomyVaginal Myomectomy

Ectopic pregnancy LAVH (Robotic)

D & C

**Neurology**

Laminectomy Discectomy anterior and posterior cervical fusion

Craniotomy burr holes aneurysm, subdural hematoma

**Vascular/endo vascular**

Carotid Endarterectomy AV Fistula/Revision Abdominal Aortic Aneurysm (AAA)

Aortic bypass Fem-pop bypass

Angioplasty and stenting

**Cardiovascular**

Lobectomy Thoracotomy VATS

Trach

**Plastics**

Face Lift/Endotine Rhytidectomy Mastopexy

Mastectomy Abdominoplasty Blepharoplasty

DIEP Flap Full Thickness skin graft

**Work History**

Surgical Technologist, Service line coordinator for Plastics

Maintain effective communication with physicians and staff for specialty equipment and supplies needed for surgical procedures. Check inventory and out dates for supplies. Organize equipment and supplies needed for surgery. Update surgeon preference cards for added or deleted items. Gown, gloves and assisting surgeon during surgery, performing counts, knowledge of aseptic technique.

Surgical Technologist

UTSW Medical Center, Handled the instruments, equipment and supplies needed during the surgical procedure. Anticipates the need of the surgeon. Has the knowledge to insure quality patient care during the operative procedure.

Surgical Technologist

Texas health, Dallas

Setup for surgery, draping, gowning, gloving, passing instruments, specimen care, knowledge of sterile technique. scrubbed and assisted during surgery.

Surgical Technologist

Baylor Scott & White Irving, Texas

OR setup for surgery, providing the surgeon and his/her assistant with the appropriate instruments and supplies for surgery. Cutting suture, suctions, specimen care, applying sterile dressings, breaking down the sterile field, and ensuring knowledge of aseptic technique.

Administrator, Transportation department 3/2014 – 5/2016

UT Southwestern Medical Center, Dallas, Texas

Answer phones, type correspondence and memorandums for staff. Create presentations in Power Point, file, fax and scan documents. Maintain employee files, schedule interviews, meetings and driver trainings. Assist the supervisor and foreman. Order uniforms, office supplies, create service request, and input employees time using PeopleSoft, Epro I and II training.

Surgical Technologist Extern

Veterans Administrative Hospital, Dallas, Texas 11/2013 -3/2014

Performing Case picking, room set-up, organization of the sterile field, scrubs, gowns, gloves, assisting team members entering the sterile field, and maintain appropriate counts. Responsible for sterile processing, assembling and inspecting instruments, preparing case carts for surgery, delivering needed instruments to the operating room when requested, and scanning instruments into computer for inventory after sterilization.

Quality Control Supervisor

Silverwings Productions, Dallas, TX 03/2013 - 11/2013

Responsible for the quality of sports and franchise apparel such as Nike products, Susan G. Komen, Academy Sports and Outdoors, Overhead Door and various restaurant franchises. Performed audits based on print, placement, production quantity and ink color. Supervised and trained other auditors in print production. Planned worked schedules for a team of 15 auditors and evaluating their print production on a weekly basis. Responsible for all in-process spreadsheets and final audit paperwork. Created reports for our corporate office based on print production irregulars and total production numbers on a monthly basis. Facilitated monthly quality meetings with corporate to discuss the issues and workloads at the Dallas facility.

Express Pros Temporary Service, Irving, TX 07/2012 - 3/2013

Administrative Assistant: Supported the Accounts Receivable department in collecting past due payments on customer accounts. Informed vendors of past due invoices, issuing purchase orders, sorting and distributing mail. Responsible for greeting clients and insuring no one enters secured areas without the proper clearance. Scheduled travel and car rental drop off and pick up for company executives.

Answered multi-line phones, assisted the Human Resources department in calculating time sheets and updating employee files.

Customer Service: Supervised a call center with a team of 20 customer service representatives. Utilized Avaya phone and CMS systems to track time and call quality. Performed side by side coaching, performance reviews and resolved employee relations issues which included attendance and interpersonal conflicts. Participated in interview process and made hiring recommendations to the Director. Improved our customer satisfaction and quality ratings, monitored and provided feedback to call center staff. Managing staff to accommodate budget headcounts, and adjusting staff volume as needed. Received calls and handled escalated customer complaints.

Office Manager

Twist, Jump, and Shout Company, Dallas, TX 05/1997-6/2012

Maintained excellent financial records using Quicken, typed correspondence, filed, faxed, copied, and scanned documents. Opened and distributed mail. Answered multi line phone system while providing follow up calls to potential clients and made collection calls. Coordinated weekly staff meetings for sales representatives. Ordered office supplies and processed payments. Communicated via dispatch with delivery drivers, informing them of new locations, which were added to their routes.

Office Manager

Voicetones, Inc., Arlington, TX 05/1994-03/1997

Received and resolved customer in-bound telephone inquiries. Responded to outbound client calls helping to resolve customer complaints. Typed correspondence, processed payments on client accounts, and prepared daily deposits. Responsible for company expenses, payroll, and hiring of sales staff. Processed billing and conducted collection of outstanding invoices.

**Education**

Concorde Career College

Dallas, TX

Certified Surgical Tech

2014

El Centro College

Dallas, TX

Basics

05/1988-05/1989

Franklin D. Roosevelt

High School

Dallas TX

Academics Diploma

1988

CPR/BLS Certification

**References are available upon request.**