**Renee Evans- Smalls**

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**Performance Profile and Summary**

Certified Surgical Technologist (CST) and Certified Registered Central Service Technician (CRCST) with strong surgical procedure and instrumentation knowledge in L&D, General, Plastics, Podiatry, and some Urology and Orthopedic services. Knowledge and skills in the assembly of instrument sets, inspection of instruments for damage and contaminates. Comprehensive knowledge of medical terminology, and sterile processing operations. Success in time management, organizational skills and a commitment to delivering quality customer and patient care. Strong oral and written communication skills. Specialize in taking a solution-based approach to meeting project requirements and exceeding customer expectations. Punctual, reliable, and a team player.

**Core Competencies**

• OSHA Knowledge • JCAHO Knowledge • AAMI Knowledge • SGNA Knowledge • AORN Knowledge • Local/State/Fed/ Regulation • Quality Assurance • Strong time management skills  • Proficient in MS Office (Word, Access, Excel, PowerPoint)

**Education & Training**

NBSTSA Surgical Technologist, Certified, *2022*

IAHCSMM, CRCST, Certified, 2018

CPR Instructor Certified, *American Heart Association, 2020*

BA in Human Services, *Wayland Baptist University, 2012*

United States Navy, Corpsman, Surgical Technologist, 2000-2006

**Professional Experience**

**08/2018- present Certified Surgical Technologist**

Baylor, Scott and White Dallas, TX

* Provide surgical assistance to Surgeon in Endovascular aortic repairs, Carotid arteries, Dialysis access grafts, first rib resections, Peripheral arteries, Thrombolysis and Varicose veins procedures.
* Initiate surgical set by adhering to sterile technique and patient confidentiality.
* Verbalize strategies to maintain a service excellence-oriented approach.
* Provide/monitor safe patient transport when necessary.
* Maintain supply and stock for two operating rooms.
* Perform administrative duties to maintain department readiness consisting of answering telephones, using Microsoft Word to draft documents, sent and respond to emails and other inquiries.
* Adhere to moral responsibilities and consider the safety of the patient at all times to include maintaining a safe environment as well as protecting the patients’ privacy at all times.

**03/2018-08/2018 Certified Surgical Technologist**

Medely Health Agency Santa Monica, CA

* Travel as a Surgical Technologist to various local hospitals providing support in the operating room.
* Successfully scrub L&D, general, plastic and some urology procedures.
* Maintain aseptic and sterile technique for every procedure.
* Assist with positioning the patient, using appropriate equipment and anatomical principles to avoid patient injury.

**01/2016 – 02/2018** **Lead** **Instructor**

Fortis College Grand Prairie, TX

* Instruct instrumentation courses and assembly to over 200 students annually
* Provide knowledge in sterilization and decontamination processes
* Conduct mock surgeries for 24 surgical technology students annually
* Correctly teach sterile processing students the standards for AAMI, AORN and IAHCSMM
* Conducts weekly or monthly meetings with the Instructors to identify at-risk students, review policies and procedures and resolve faculty and student issues
* Implement efficient training methods for new team members.
* Participate in Capstone courses resulting in a 95% certification pass rate in Surgical Technology and Sterile Processing programs.

**09/2014 - 07/2015 Certified Surgical Technologist (L&D)**

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| Luke and Associates (Tripler Army Medical Center) Honolulu, HI   * Scrubbed and assisted in over 30 deliveries and emergent cases a month in L&D. * Assisted in pulling case carts for the next day for the main operating room * Knowledge of surgical scheduling, employee evaluations and reviews. * Trained and mentored 3 junior personnel on finances and career development. * Maintained supply and stock for 2 operating rooms. * Performed administrative duties to maintain department readiness. |  |
|  | |
| * Verbalized strategies to maintain a Service Excellence-oriented approach. * Knowledge of surgical scheduling, employee evaluations and reviews. * Trained and mentored 3 junior personnel on finances and career development. * Kept supply and stock for 2 operating rooms. * Aided the NCOIC (Non-commission Officer in Charge) with staffing and workload concerns for the department. * Performed clerical duties like answering a multi-telephone line, filing, and data entry. | |

**06/2013-07/2014** **Certified Surgical Technologist/Health Technician** **ENT**

United States Naval Medical Center San Diego, CA

* Effective organizational skills with attention to detail.
* Scheduled patients in CHCS (Composite Health Care Systems) and AHLTA (Armed Forces Health Longitudinal Technology Applications) hospital scheduling systems.
* Worked on Quality Improvement board.

**11/2012-06/2013 Certified Surgical Technologist**

American Mobile Healthcare Agency, San Diego, CA

* Traveled as a Surgical Technologist to various hospitals providing support in the operating room.
* Successfully scrubbed L&D, general, and plastic procedures.
* Maintained aseptic and sterile technique for every procedure.

**04/2012- 10/2012 Certified Surgical Technologist**

St. Michael’s Brown Special Surgery Center San Antonio, TX

* Scrubbed emergency and scheduled C-sections
* Assisted with natural child births.
* Communicated expiring documents to Department Manager and assisted with acquiring required documents.
* Ability to effectively prioritize in a fast pace environment.
* Maintained sterilization logs of autoclaves and sterrad machines.

**07/2009- 04/2012** **Certified Surgical Technologist**

Christus Santa Rosa Hospital San Antonio, TX

* Scrubbed emergency and scheduled C-sections.
* Assisted with natural child births.
* Restocked shelves and kept an inventory of the operating rooms.
* Viewed patient charts to make sure they were completed.
* Input patient surgical charges into the computer.
* Scheduled cases, updated preference cards, successfully used Microsoft Office software for typed memos and reports.
* Helped the central supply department with preparing instruments and case carts for assigned cases.
* Participated in patient care and staff improvement.