Carmen Schneider

2912 Mountain Creek Drive, McKinney TX 75072

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**Summary:**

Personable and responsible individual with experience in health care, retail, customer service and logistics. Solid team player with an upbeat and positive attitude that always strives for the best outcome.

**Highlights:**

* Strong organizational skills
* Active listening skills
* Excellent in Aseptic Technique
* Courteous demeanor
* Seasoned in conflict resolution
* Sharp problem solver
* Energetic work attitude
* Adaptive team player
* Dedicated
* Compassionate
* Quick learner

**Experience:**

Endoscopy Technician:

July 2019 to Present

**Preston Crossing Endoscopy Center-** Plano, TX

* Prepare and set up room for patients
* Aid surgeon during procedure- passing scope and instruments
* Aid nursing staff with preparing of patient
* Collect and label specimens
* Reprocessing and Sterilizing of Scopes
* Restocking supply

**Methodist Hospital Dallas Location:**

Clinical Rotation completed in the Operating Room at Methodist Dallas from August 2018 through November2018.

Experience in General Surgery, Obstetrics, Orthopedics, ENT- Oral/ Maxillofacial, Urology, Neurology, Plastics and some Robotic Procedures.

Strong Points in Aseptic Technique, Multi- Tasking and Room Turn overs.

Aware of the importance of being the Patient Advocate.

Knowledgeable in cleaning and reprocessing surgical instruments.

Enjoy a fast- paced environment in Health care.

Full Time Student October 2017 through January 2019- Graduated with Honors from program.

**Duties:**

* Perform in a multitude of Surgical Specialties- General, Ortho, Neuro, GYN, Urology, Plastics, Robots
* Establish and maintain a sterile field- perform Aseptic Technique
* Aid in assisting of transportation of patient
* Assist surgeon in variety of tasks
* Clean and reprocess surgical instruments in Sterile Processing Department
* Label and Handle Tissue and Biopsy Specimens

Certified as a Surgical Technologist in January-Certificate Number #187788

BLS Provider Since August 2018 #185505637067

Mail Handler:

July 2016 to September 2017

**United States Postal Service-** Dallas, TX

* Maintained up-to-date knowledge of store policies regarding payments, returns and exchanges.
* Trained 10 new employees quarterly.
* Generated inventory reports in Excel with data from a variety of sources.
* Resolved product issues and shared benefits of new technology.
* Accurately logged all daily shipping and receiving orders.
* Promptly responded to general inquiries from members, staff, and clients via mail, e-mail and fax.
* Forklift and towmotor licensed.
* Member of the Safety Captain Program

Customer Service Representative/ Dispatcher:

December 2015 to July 2016

**Schryver Medical Inc**.- Garland , Tx

* Responsible for answering multiple customer calls and providing helpful information
* Resolving any problems quickly when a customer calls
* informing nurses of critical patient phlebotomy/radiology results
* Reading and/ or faxing radiology and phlebotomy results to responsible party
* Providing ETA of phlebotomist and/or radiology tech when inquired by facility
* Taking and managing orders given by nurses for patients
* Training and helping new employees

Mail Handler:

September 2013 to December 2015

**United States Postal Service**- Dallas, TX

* Maintained up-to-date knowledge of store policies regarding payments, returns and exchanges.
* Trained 10 new employees quarterly.
* Generated inventory reports in Excel with data from a variety of sources.
* Resolved product issues and shared benefits of new technology.
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* Member of the Safety Captain Program

Office Assistant:

August 2011 to July 2013

**D&B Real Family Real Estate**- McKinney, TX

* Maintained household inventory and maintenance schedules.
* Handled incoming and outgoing correspondence, including mail, email and faxes.
* Screened telephone calls and inquiries and directed them as appropriate.
* Organized personal and professional calendars and supplied reminders of upcoming meetings and events.

Cashier:

September 2009 to May 2010

**Albertson’s**- Dallas, TX

Maintained up-to-date knowledge of store policies regarding payments, returns and exchanges.

Prevented store losses using awareness, attention to detail and integrity.

Computed accurate sales prices for purchase transactions.

Worked as a team member performing cashier duties, product assistance and cleaning.

**Education:**

Concorde Career College:

Received my Associates Degree in Applied Science- Surgical Technology, May 2019.

Certified Surgical Technologist-

BLS Provider

Richland Community College, Richardson, TX -

Attended from 2015 to 2016 to pursue desired degree in International Business Administration.

Warren T. White High School, Dallas, TX-

Earned High School Diploma, graduated top 15%. Honor Student

**Additional Skills:**

Fluent in German and Russian.