

# Stephane Dieudonne

## Central Processing Technician - Brigham and Womens Hospital

Stoughton, MA 02072

[stephydonne@gmail.com](mailto:stephydonne@gmail.com)

(857) 212-0256

Dedicated and proactive individual with effective customer service experience. Demonstrated ability to maintain a pleasant, positive, and courteous demeanour continually.

Authorized to work in the US for any employer

## Work Experience

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### Central Sterile Technician

Boston Medical Center - Boston, MA

Present

- Responsible for processing and sterilizing surgical instrumentation and equipment according to established manufacturer and local guidelines
- Case picking
- Responsible for decontamination, cleansing, assembling, and sterilization of surgical instruments.
- Perform Bowie Dick tests to make sure sterilizers are operating well.
- Maintained sterilization records and reviewed periodically for accuracy
- Delivered instrument set and supplies to the operating room as needed.

### Central Sterile Technician

Brigham and Women's Hospital (BWH) - Massachusetts

May 2017 to June 2018

Brigham and Women's Hospital

May 2017 - Present Central Processing Technician

- Decontamination, cleaning and assembling instruments.
- Perform Bowie Dick tests to make sure sterilizers are operating well.
- Wrap, and Packaging of surgical material and equipment according to established standards and procedures using count sheets, peel pouches, indicator strips and non woven wraps
- Prepare trays for designated areas according to prescribed procedures.
- Distribute supplies and ensure that sterile supplies are within their expiration date.
- Ensure that instruments used by all medical personnel in a hospital or other healthcare facility are clean and sterile
- Examine equipment for defects and report problems to staff.
- Picking cases in Case cart for future surgeries
- Restock shelves with proper sterile unexpired kits and soft goods
- performing manual cleaning prior to sterilization, placing cleaned instruments in sterilizers

### Lead Security Officer/Concierge

NorthEast Security - Needham, MA

September 2012 to 2017

Greet visitors in a friendly, courteous and professional manner.

- Perform front-desk receptionist duties, including answering and accurately directing incoming phone calls.
- Secures premises and personnel by patrolling property after business hours.
- Monitoring surveillance equipment, inspecting buildings and permitting entry.
- Prevents losses and damage by reporting irregularities, informing violators of policy
- Prevent passage of prohibited articles into restricted area procedures.
- Responsible for accessing tenants inside and outside building, keep track of badges periodically
- update vendors certificate of insurance when needed

## **Central Processing Technician**

Brigham and Womens Hospital

May 2017

Decontamination, cleaning and assembling instruments.

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## Education

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### **Associate of science degree in General Studies**

Massachusetts Bay Community College

May 2013

### **Certificate in Central processing**

MassBay Community College - Wellesley, MA

## Skills

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- Customer service (7 years)
- Detail oriented. (5 years)
- Excel (Less than 1 year)
- receptionist (6 years)
- RETAIL SALES (Less than 1 year)

## Additional Information

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Skills:

- Interpersonal and professional skills, Customer Service
- Critical thinking, ability to work independently
- Fluent in English, Haitian Creole, and French
- Internal and external customers at all levels via telephone and emails
- Team oriented
- Proven ability to Multi- tasking, skilled in responding to emergencies
- Ability to communicate effectively and professionally with the public.
- Excellent written and verbal communication skills.
- Detail oriented.
- Excellent organizational skills
- Ability to maintain confidential information and appropriate records
- Ability to follow instructions and function both independently and as a member of a team.
- Proficiency with Microsoft Word, Excel and Access.
- Ability to file, collate and operate office equipments.