Objective

A challenging and motivating career opportunity, that will allow me to utilize my product expertise, career experience, relationship-building skills, and desire to succeed in an environment that will enable me to grow professionally and demonstrate my skills.

Profile

Motivated, personable business professional with a successful 14 year’s experience with supporting surgical suite product requirements. Product Management and support of general surgical operating theaters. Diplomatic and tactful with professionals and non-professionals at all levels. Accustomed to handling sensitive, confidential records. Demonstrated history of producing accurate, timely reports meeting operating room usage, requirements and replacement.

Flexible and versatile – able to maintain a sense of humor under pressure. Poised and competent with demonstrated ability to easily transcend professional differences. Thrive in deadline-driven environments. Excellent at working with teams of professionals.

Skills Summary

|  |  |  |
| --- | --- | --- |
| * Pro-Click System
* Abacus Systems
* Written Correspondence
 | * Customer Service
* Scheduling
* Report Preparation
 | * General Office Skills
* Microsoft Office
* SPM System
 |

Professional Experience

## operating room / Inventory control specialist/ CPD Tech/Endoscopy tech

* Manage Allotransplantation product planning
* Communicate with Physicians on new Product protocols and acquisition.
* Conduct small-group meetings with Physicians routinely.
* Manage All Supplies in Operating Rooms and Core areas.
* Maintain direct contact with Manufacturing Representatives on requirements.
* Rapidly learn and master varied computer programs; including Pro-Click and Abacus Systems
* Assembling trays
* Sterilization
* Reprocessing endoscopes

**Employment History**

 **Sparrow Hospital –** Lansing, MI

 **SPD Supervisor,** February 2022 to Present

**St. Joseph Hospital –** Tawas, Mi

 **CSS Supervisor,**  October 2015 to Present

**hENRY FORD HOSPITAL –** clinton, mi

 **Sterile processing tech** , APRIL to 12/1/2014

 **GENESYS** – Grand Blanc, MI
 **Inventory Specialist,** 2007 to 08/2013

Education

MOTT COMMUNITY COLLEGE - ASSOCIATES DEGREE IN GENERAL STUDIES

BAKER COLLEGE – CERTIFICATE IN STERILE PROCESSING TECH