

sherrimoore28@gmail.com		Sherri Taylor		PH: (773) 656-6171	
KNOWLEGDE, SKILLS & ABILITIES					
Certifications: - BLS/CPR - HIPAA - OSHA - CRCST - CHL		Medical Knowledge: - Medical Terminology, - Surgical Procedures, - Familiarity with Surgical Instruments		Technical Competence: - Sterilization Techniques, - Instrument Inspection, - Operations Support	
Technical Skills: - Sterile Processing, - AMCOM - Cerner systems, - Microsoft Office Suite		Interpersonal Skills: - Team Training & Development, - Organizational Awareness, - Federal/State/Local Compliance		Operational Skills: - Quality Assurance, - Scheduling Coordination, - Documentation & Record Keeping	
EDUCATION					
Southern New Hampshire University Online Bachelor of Science in Psychology, Concentration in Addiction					
Vincennes University Indianapolis, IN Sterile Processing Technician Program			Midwestern Career College Chicago, IL Surgical Technologist Program		
Center for Employment Training Chicago, IL Medical Assistant Program			Eastlake Nursing and Rehabilitation Elkhart, IN Certified Nursing Assistant Program		
EXPERIENCE					
Richard L. Roudebush VA Medical Center Lead Medical Supply Technician				September 2023 - Current	
- Oversee decontamination of surgical and clinic instrumentation following guidelines. - Utilize ultrasonic and wall washers according to manufacturer's guidelines. - Participate in quality improvement and risk management activities. - Ensure compliance with JCAHO, Indiana State Board of Health, and other regulatory standards. - Train and supervise a team of technicians in instrument handling and infection control procedures. - Manage inventory of surgical instruments and supplies, ensuring adequate stock levels. - Conduct quality assurance checks on sterilized instruments to maintain cleanliness and functionality. - Implement and document preventive maintenance schedules for sterilization equipment. - Performs job responsibilities in a cost-effective manner to avoid waste of hospital resources without jeopardizing quality of care					
St. Vincent Ascension Instrument Technician Supervisor				March 2020 - September 2023	
- Supervised decontamination of surgical and clinic instrumentation. - Managed utilization of ultrasonic cleaners and wall washers. - Participated in quality improvement and risk management activities. - Maintained compliance with JCAHO and Indiana State Board of Health standards. - Conducted shift huddles to motivate teams and manage shift transitions. - Supervised installation, calibration, and repair of various instruments. - Managed inventory and procurement of instruments and parts. - Trained and mentored junior technicians. - Coordinated with departments for preventive maintenance and emergency repairs. - Implemented procedures to enhance productivity and minimize downtime.					
Franciscan Health Central Sterile Processing Technician				July 2019 - April 2022	

- Inspected instruments for cleanliness, functionality, and integrity, ensuring compliance with infection control standards.
- Cleaned, sterilized, and assembled surgical instruments and equipment following established protocols and guidelines.
- Operated and maintained sterilization equipment, including autoclaves and ultrasonic cleaners.
- Managed inventory of sterile supplies and ensured proper storage conditions.
- Collaborated with surgical and nursing staff to prioritize instrument needs, responded to urgent requests promptly.
- Maintained accurate records of sterilization processes and equipment maintenance in compliance with regulatory requirements.

Lawrence Manor | *Certified Nursing Assistant*

November 2018 - July 2019

- Collaborated with healthcare team members to develop and implement care plans, ensuring continuity of care.
- Electronically charted on residents.
- Assisted residents with activities of daily living (ADLs) such as bathing, dressing, grooming, and toileting.
- Turned and repositioned patients to prevent bedsores.
- Monitored and recorded patients' vital signs.
- Provided compassionate care and emotional support to patients and their families.
- Implemented infection control measures and maintained a clean patient environment.
- Documented patient information accurately in electronic health records (EHR) using Point-Click-Care software.

IU Health University | *Patient Support Assistant*

September 2016 - November 2018

- Communicating effectively with patients and their families, addressing their questions and concerns abiding by the HIPPA law.
- Handled an average of 330 inbound calls per day for six hospitals.
- Navigated AMCOM/Cerner systems to provide excellent customer service.
- Made decisions on paging doctors or redirecting calls to nurses.
- Announced emergencies and events using the overhead paging system.
- Performed data entry and basic nursing care.
- Assisted with glucose checks and daily lab draws.

University of Chicago Hospital Medical Center | *Patient Care Assistant*

May 2013 – September 2016

- Assisted patients with ADLs, monitored vital signs, and provided emotional support.
- Helped with patient mobility and transfer.
- Assisted nursing staff with medical procedures and treatments.
- Maintained a clean and safe patient environment.
- Followed infection control protocols.
- Documented patient information using Point-Click-Care software
- Assisted nursing staff with medical procedures and treatments as directed

Evergreen Healthcare | *Scheduling Coordinator*

March 2011 - September 2016

- Managed facility staffing with 190 employees within budget constraints.
- Scheduled and processed employee vacations.
- Found replacements for call offs in a timely manner
- Coordinated patient appointments and scheduling for medical procedures.
- Managed schedules for healthcare providers, ensuring optimal patient flow.

- Scheduled diagnostic tests, surgeries, and consultations.
- Communicated with patients to confirm appointments and provide necessary instructions.
- Handled patient inquiries and ensured timely responses.
- Utilized electronic health records (EHR) and scheduling software.
- Maintained patient confidentiality and adhered to HIPAA regulations.

Lifestyle Lift | *Surgical Technician*

October 2010 - December 2013

- Assisted surgical team in preparing operating rooms for surgeries.
- Sterilized and arranged surgical instruments and equipment.
- Handled surgical instruments to surgeons during procedures.
- Monitored patients' vital signs during surgeries.
- Ensured adherence to sterile techniques and infection control protocols.
- Collaborated effectively with surgeons, nurses, and other healthcare professionals.
- Prepared operating rooms and sterilized surgical instruments.
- Assisted surgical team during procedures.

Minority Health Coalition | *Receptionist*

July 2001 - November 2010

- Performed various administrative tasks, including data entry, scheduling appointments, and managing a multi-line phone system.
- Provided excellent customer service by greeting clients, answering inquiries, and addressing concerns promptly and professionally.
- Maintained and organized office files, ensuring that all documents were filed accurately and efficiently.
- Communicated effectively with clients and healthcare providers via phone, email, and in-person, ensuring clear and timely information exchange.
- Utilized Microsoft Word and other Office Suite applications to prepare documents, reports, and correspondence.
- Assisted in coordinating community health events and meetings, including scheduling, preparing materials, and providing logistical support.