

# YOUR NAME

789 Anywhere USA, Any state, 12345

(345) 123-3456

123Student@STUDENTS.EDU

**OBJECTIVE:** To obtain a rewarding position as a surgical technologist within an innovative and professional organization where I can contribute my knowledge and skills for the benefit of the company.

**SKILLS:** Excellent interpersonal and communication skills, works well in groups and alone, excellent multi-tasker and problem solver.

### *Pre-operative preparation*

- Securing/arranging equipment
- Creating sterile field
- Opening sterile supplies
- Scrubs/gowns/gloves
- Organizes sterile field
- Performs necessary counts
- Sterile skin prep
- Urinary Catheterization

### *Intra-operative procedures*

- Drapes
- Anticipates the needs of surgeon/assistant
- Passes instruments/supplies
- Maintains a tidy Mayo stand and back table
- Maintains sterility throughout the procedure
- Properly cares for specimen
- Performs closing counts
- Applies sterile dressings

### *Post-operative procedures*

- Breaks down sterile field
- Properly disposes of all sharps
- Prepares instruments for decontamination
- Disposes of all one-use items
- Turns over room

**CERTIFICATIONS:** SURGICAL TECHNOLOGY - #123456 (*if you have taken AND passed the national certification exam*)  
HIPPA  
CPR

**EXPERIENCE:** CHILDREN'S HOSPITAL OF CENTRAL CALIFORNIA  
MADERA, CA  
Surgical technologist extern from 1/2011 -5/2011  
Experience in general, otorhinolaryngology, genitourinary, plastic, and ophthalmic surgery.  
Duties: Case picking, room set-up, organization of the sterile field, scrubs, gowns, gloves, assists team members entering the sterile field, performs appropriate counts, provides surgeon/assistant with appropriate instruments and/or supplies, cuts suture, suction, specimen care, applies sterile dressings, breaks down sterile field, assists with cleaning the room, adheres to sterile technique.

COMMUNITY REGIONAL MEDICAL CENTER  
FRESNO, CA  
Surgical technologist extern from 5/2011 - Present

Experience in trauma, general, oral-maxillofacial, neuro, peripheral vascular and orthopedic surgery.

Duties: Case picking, room set-up, organization of the sterile field, scrubs, gowns, gloves, assists team members entering the sterile field, performs appropriate counts, provides surgeon/assistant with appropriate instruments and/or supplies, cuts suture, suction, specimen care, applies sterile dressings, breaks down sterile field, assists with cleaning the room, adheres to sterile technique.

EDUCATION:

ASSOCIATE OF SCIENCE DEGREE

Surgical Technology 10/2009-8/2011 (expected graduation date)

San Joaquin Valley College

Fresno, CA

WORK HISTORY:

IN-HOME SUPPORTIVE SERVICES

9/2007-5/2009

Fresno, CA

Title: Home Health Aide

Duties: Individualized patient care including but not limited to ADL's transport and accompany to doctor appointments, administer medication, various household chores and errands, companionship.

B&D QUALITY WATER

10/2003-3/2004

Fresno, CA

Title: Inside Sales Rep

Duties: customer service, appointment scheduling, phones.

ALLTRADE CONSTRUCTION

1/2001-4/2001

Fresno, CA

Title: Office Manager

Duties: accounts receivable & payable, phones, filing, light janitorial, errands.

SEE'S CANDIES

(seasonally) 11/1998-4/2000

Clovis, CA

Title: Level 1 clerk

Duties: customer service, cashier, stocking, shipping.

ORGANIZATIONAL

AFFILIATION:

Association of Surgical Technologists, student member

Advisory Committee Board Member, San Joaquin Valley College

REFERENCES:

Available upon request