

MARY WILLIAMS

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MEDICAL TECHNICIAN

Technical medical professional with over 10 years experience providing medical services in emergency response settings and operating rooms. Possess experience in operating room procedures, including preparation and maintenance of medical instruments. Have the ability to remain calm in crisis situations. Continually maintain thorough knowledge of medical technology by obtaining professional certifications and attending technical training sessions.

AREAS OF EXPERTISE

- Operating Room Instrumentation
- Emergency Response
- Hospital Procedures
- Crisis Management
- Sterile Procedures
- First Aid and Lifesaving
- Emergency Burn Treatment
- Instrument Maintenance

PROFESSIONAL EXPERIENCE

Raytown Memorial Hospital, Raytown, Missouri

1999 – Present

Medical Technician

- Prepared and maintained operating room instruments and supplies required for all surgeries. Coordinated with OR staff to verify exact instruments needed. Thoroughly decontaminated, cleaned, sorted, and scoped instruments after surgical procedures.
- Carefully scoped instrument trays and setup surgical equipment to meet OR Nurse specifications.
- Developed a formal checklist to guide preparation of instrument trays, L&D trays, and cardiac cathlab for out patient surgeries.
- Ordered and distributed surgical supplies to guarantee adequate supply for operations.
- Ensured sterile conditions by autoclaving and gas sterilizing all trays.

First Alert Emergency Response Team, Kansas City, Missouri

1996 - 1999

Emergency Medical Technician

- Provided emergency response to 911 calls, including traffic accidents, domestic violence, fires, explosions, accidents, and serious sudden illnesses.
- Provided first aid for body trauma while remaining alert to psychological conditions and effects. Remained calm in dangerous or crisis situations.
- Developed specialty in emergency treatment of burn victims, resulting in 24% fewer victims requiring skin grafts and plastic surgery.
- Established personal rapport with traumatized patients to provide comfort while administering emergency treatment.
- Devised a memory aid to create a mental map of the most frequented neighborhoods. Taught the technique to several colleagues, decreasing their average response time by 5 minutes.
- Applied experience with hospital procedure to ensure readiness of ER staff.

US Navy

1992 - 1996

Medical Assistant

- Assisted medical personnel in the planning, evaluation and delivery of patient care including inpatient care, outpatient care, emergency services, and disaster preparedness.
- Provided medical technician support for over 2,500 adult and pediatric patients per month.
- Oversaw \$68,000 of medical supplies and equipment; controlled and coordinated clinic requirements.
- Created and maintained provider schedules utilizing Composite Health Care System.
- Assisted in the creation, revision, and implementation of operating instructions, policies, and job descriptions to maintain consistent quality.
- Assisted in the care and treatment of allergy patients, by administering tests and immunizations.
- Maintained medical records, receiving commendations for thoroughness and accuracy in completion of reports and patient documentation.

Central Missouri State College, Kansas City, Missouri

1988 - 1992

Lifeguard

- Maintained close attention to all activity in the swimming pool area, anticipating hazardous situations and reacting calmly to emergencies.
- Provided emergency treatment using standard lifesaving procedures.
- Maintained cleanliness and safety of pool area.
- Conducted water safety classes to encourage safe behavior for beginning swimmers.
- Trained new lifeguards to use a continuous scan technique to react 20% faster to events.
- Redesigned lifeguard activity reports to highlight priority issues for management attention.
- Received Lifeguard of the Year award for two consecutive years.

EDUCATION AND TRAINING

Bachelor of Science in Nursing, 1992

Central Missouri State College, Kansas City, Missouri

Medical Assistant Specialist, 1993

US Navy Medical Technician School

CERTIFICATIONS

Certified Sterile Processing & Distribution Technician	2002
Registered Emergency Medical Technician	1996
Certified Nurse Assistant	1992
CPR Certified	1988
Certified Lifeguard	1987