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| Name: | Erica Burtin |
| Phone: | 630-765-4713 |
| Email: | eburtin72@gmail.com |
| Location: | US-IL-Villa Park-60181 (USC) |
| Last Modified: | 3/13/2019 3:55:20 PM |

 Work History

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| Company Name: | Medical Staffing Network | 05/01/2015 - Present |
| Job Title: | Certified Surgical Technology/OB Technician/Sterile Processing/Labor and Delivery | |
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| Company Name: | Quad Graphics / Quebecor World Logistics | 01/01/1900 - 03/13/2019 |
| Job Title: | Account Manager/Plant Liaison Lead | |
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| Company Name: | Gottlieb Hospital | 01/01/2013 - 05/01/2015 |
| Job Title: | Sterile Processing Technician | |
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| Company Name: | Quad Graphics / Quebecor World Logistics | 07/01/2009 - 10/31/2014 |
| Job Title: | Logistics Load Planner | |
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| Company Name: | Pan American Mortgage, LLC | 10/01/2004 - 01/31/2009 |
| Job Title: | Loan Originator | |
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 Education

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| School: | College of DuPage | Graduation Date: |  |
| Major: |  | | |
| Degree: | None | | |
| School: |  | Graduation Date: |  |
| Major: |  | | |
| Degree: | None | | |
| School: |  | Graduation Date: |  |
| Major: |  | | |
| Degree: | None | | |

 Additional Skills And Qualifications

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| Recent Job Title: | Certified Surgical Technology/OB Technician/Sterile Processing/Labor and Delivery | Recent Wage: | 0 per |
| Security Clearance: | No |  |  |

 Desired Position

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| --- | --- | --- | --- |
| Desired Wage: | per | Desired Employment Type: |  |
| Desired Travel: |  | Desired commute: |  |
| Desired Relocation: | No | |  |

 Resume

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| Erica L. Burtin 1720 Richard Avenue Aurora, Illinois 60505 630-765-0557 Eburtin72@gmail.com  Page 1 of 1   Dear Hiring Manager:   Although my most recent experience and education are in the Surgical Technologist field, physical and familial limitations and obligations have dictated my to return to Corporate America. I am a dedicated employee who is well versed in Logistics, Mortgage and entry level Financial functions. Given the opportunity and training, I will prove to be an asset to your team. I really enjoy working with people, have a positive attitude and am always seeking ways to improve the lives of others.  I am recognized for my leadership skills, the ability to have an effective impact with interpersonal communications and the ability to handle multiple tasks as well as working both independently or as part of a team.  In addition to my experience and personal qualities, I have a solid educational foundation and a passion to be value added to any team or industry I am employed. Please review my attached resume for additional details regarding my expertise and abilities. I will follow up to request an appointment to discuss how my experience and background meets your needs.  Upon review of my enclosed resume, should you also believe that I would be a benefit to you and your company, please contact me at the above number. Thank you for your time and consideration, I hope to speak to you in the immediate future in greater detail to further discuss my background and how I would be an excellent fit for one of the current positions you have available.    Cordially,  Erica L. Burtin   Erica L. Burtin     EDUCATION AND CERTIFICATIONS  Associate's in Applied Science Surgical Technology, College of DuPage Dec 2014  Certified Surgical Technician (CST) Jul 2015  Certificate in Central Processing Distribution Technician Dec 2012  Certified Phlebotomy Technician Mar 2014  Certified Nursing Assistance Aug 2010  BLS/CPR Dec 2015 TECHNICAL EXPERIENCE Windows, MS Office, Word, Excel, Access, Power Point, Outlook, Oracle, MS Works, Lawson, Kronos, Medical Terminology, Epic and Passport PROFESSIONAL EXPERIENCE Medical Staffing Network- Contract positions May 2015 - Present Delnor Hospital - Geneva, IL, Northwestern Medicine - Memorial Hospital - Chicago, IL and Mercy Hospital - Chicago, IL Certified Surgical Technology/OB Technician/Sterile Processing/Labor and Delivery  Gather supplies, trays and instrumentation, set up surgical rooms and gather equipment for procedures, assured equipment working properly  Verify medication with Circulator, verify with lab patient name, DOB or anonymous numbe  Set up back table  Assist doctors during procedures  Communicate and pass of specimens though lab window  Assist with transferring patient onto cart  Transfer used tray to soiled utility, return to clean and set up room for next procedure  Responsibilities during pre-op/post-op patient during my week of rotation: bring patients to pre-op area, verify name, check vitals, ask medical questions, allow patients to change into gown and empty bladder, assist patient to procedure room  Responsibilities during post opassist patient with transfer to cart, assure patient is comfortable and check if having pain, re check vitals (check vitals every 10 min for 30), provide snack, remove IV an apply bandage, allow patient to get dress, provide discharge papers &amp; go any questions or concerns  Instrument sterilization (done on 2-3 days' rotation): Disassemble instruments, Clean instrumentations, check integrity of all instruments  Wrap instrument tray / peel packs and sterilize /store sterile instrumentation in appropriate area  Prepares operating room for Labor and Delivery, reviews preference cards to determine surgeon's needs, obtains the necessary supplies and equipment for the procedure, ensures cleanliness of room, and assists with opening sterile supplies.  Performs surgical scrub duties, and assists with the collection, identification, and disposition of cultures and specimens  Assists in turning over of room, and ensures supplies, instruments, and equipment are returned to proper location  Assists with the preparation of the vaginal and C-section deliveries; surgically assists physicians with C-section delivery procedures and functions efficiently and effectively in obstetrical emergencies  Anticipates the needs of the physicians prior to and during the procedures and assists in the clean-up of the room and instruments after the procedures  Assists the RN/LPN with direct patient care. Demonstrated appropriate, caring behavior in the workplace by treating patients, their families, visitors and staff with respect and dignity  Provided economy in use of time, motion and materials  Assisted surgeon and assistants by providing instruments and supplies  Prepared and arranged instruments, equipment and room for surgical procedure  Accountable for and participated in sponge, needle and instrument counts  Maintained integrity, safety and efficiency of sterile field through recognizing breaks in aseptic technique and responded appropriately  Ability to scrub and present working knowledge and understanding for all types of surgical procedures  Adequate knowledge and ability to identify emergency situations and respond using sound judgment recognizing the scope and limits of surgical technician training.  Contributed to staff orientation and education guidelines and identification of future needs of the service.  Attended in-service education, staff meetings, and continuing education. Fulfills annual mandatory education requirements  Gottlieb Hospital - Melrose Park, IL Jan. 2013 - May 2015 Sterile Processing Technician (part-time employment)  Performed and participated in decontamination, cleaning, assembling, packaging, scanning, sterilization, storage and distribution of reusable surgical instrumentation and equipment. Performed other duties as assigned or required  Assisted with maintaining established departmental policies and procedures, objectives, and quality improvement, safety, and environmental and infection control standards.  Restocked, labels, and maintained inventory, submitted requisitions, collected and distributed instruments, trays, crash carts, and facility medical equipment.  Decontaminated and sterilized instruments, medical supplies and equipment, and assembled wraps and sterilized trays of instruments. Followed proper Standard Precautions while in decontamination and sterilization areas  Monitored biological and chemical wash solution to ensure quality and consistency for decontamination of instruments and medical equipment.  Performed central processing (decontamination, assembly, sterilization).  Maintained accurate sterilization records, reported repairs and monitored records.  Checked in and stock shelves with incoming product  Ordered and delivered weekly demanded stock order; completed inventory entries  Replenished and exchanged par level, procedure, emergency case and crash carts  Maintained the cases cart system and developed computer tracking system and chart implants   Quad Graphics / Quebecor World Logistics - Bolingbrook, IL Jul. 2009 - Oct. 2014 Logistics Load Planner  Developed and coordinated new account startups and new plant relationships  Worked closely with customer service to effectively create and plan loads to optimize asset utilization and minimize costs related to out-of-route miles, non-revenue movement, and per diem charges  Main point of contact for drivers  Proactively monitored key metrics for on time performance to ensure freight schedules were executed as planned  Monitored driver messaging system and entered freight bill data in real time  Planned and reported on operational capacity; assigned loads to drivers, optimized routes to minimize costs and maximize efficiency, adjusted for last minute changes  Communicated changes with customer service and drivers as they occurred  Provided prompt and timely resolution to driver and customer inquiries  Reviewed driver status to avoid idle time whenever possible  Tracked shipments and expedited upon request or as needed  Ran status reports and managed other pertinent transportation service duties  Monitored, evaluated and verified shipping and delivery schedules compared to customer profile requirements as identified by internal reports and daily email correspondence  Communicated with external customers billing and logistics staff regarding appointment and delivery documents, pricing, special assessment and additional costs incurred in their accounts  Initiated and managed collection of valid and additional expenses  Performed other duties as needed to reach operational goals  Account Manager/Plant Liaison Lead  Managed and maintained print material from production to delivery  Communication and creative strategic problem solving with assigned customer base  Established and maintained high level relationships with national newspaper leaders and media companies  Freight planning utilizing electronic technical based strategies and methodologies  Structured operations strategies for customer contracts utilizing project management methodologies  Facilitated recoveries or scheduled reprints under strict insertion guidelines    Pan American Mortgage, LLC - Chicago, IL Oct. 2004 - Jan. 2009 Loan Originator  Ensured applicants received superior services and products  Researched and evaluated loan applications pertaining to financial status, references, credit and applicant's fiduciary responsibility  Handled the tasks of communicating with applicants and branches for providing timely updates and progress reports  Maintained high levels of customer service as well as managed the expectations of applicant's and support staff's  Maintained knowledge of the loan products, underwriting, processing procedures, and general departmental guidelines  Responsible for managing pipeline for all the originated loans by closing and completing the required management reports Loan Processor  Reviewed process of loan files daily  Checked and reviewed documents in files to compare conditions required for lenders  Contacted clients to request required documents; ordered credit reports, titles and appraisals  Compared best lending rates for borrowers  Communicated with loan officers, underwriters and attorneys on file with updated progress of client loan conditions  Requested and verified all stipulations required prior to closing loans to schedule closing with title company |