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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 |
|  |
| 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

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

 Resume

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| Erica L. Burtin1720 Richard AvenueAurora, Illinois 60505630-765-0557Eburtin72@gmail.comPage 1 of 1Dear Hiring Manager:Although my most recent experience and education are in the Surgical Technologist field, physicaland familial limitations and obligations have dictated my to return to Corporate America. I am adedicated 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 workingwith 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 interpersonalcommunications and the ability to handle multiple tasks as well as working both independently or aspart of a team.In addition to my experience and personal qualities, I have a solid educational foundation and apassion to be value added to any team or industry I am employed. Please review my attached resumefor additional details regarding my expertise and abilities. I will follow up to request anappointment 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 yourcompany, please contact me at the above number. Thank you for your time and consideration, I hope tospeak to you in the immediate future in greater detail to further discuss my background and how Iwould be an excellent fit for one of the current positions you have available.Cordially,Erica L. BurtinErica L. BurtinEDUCATION AND CERTIFICATIONS Associate's in Applied ScienceSurgical 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 2015TECHNICAL EXPERIENCEWindows, MS Office, Word, Excel, Access, Power Point, Outlook, Oracle, MS Works, Lawson, Kronos,Medical Terminology, Epic and PassportPROFESSIONAL EXPERIENCEMedical Staffing Network- Contract positions May 2015 - PresentDelnor Hospital - Geneva, IL, Northwestern Medicine - Memorial Hospital - Chicago, IL and MercyHospital - Chicago, ILCertified Surgical Technology/OB Technician/Sterile Processing/Labor and Delivery Gather supplies, trays and instrumentation, set up surgical rooms and gather equipment forprocedures, 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 topre-op area, verify name, check vitals, ask medical questions, allow patients to change intogown and empty bladder, assist patient to procedure room Responsibilities during post opassist patient with transfer to cart, assure patient iscomfortable 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 dischargepapers &amp; go any questions or concerns Instrument sterilization (done on 2-3 days' rotation): Disassemble instruments, Cleaninstrumentations, check integrity of all instruments Wrap instrument tray / peel packs and sterilize /store sterile instrumentation in appropriatearea Prepares operating room for Labor and Delivery, reviews preference cards to determinesurgeon's needs, obtains the necessary supplies and equipment for the procedure, ensurescleanliness of room, and assists with opening sterile supplies. Performs surgical scrub duties, and assists with the collection, identification, anddisposition of cultures and specimens Assists in turning over of room, and ensures supplies, instruments, and equipment are returnedto proper location Assists with the preparation of the vaginal and C-section deliveries; surgically assistsphysicians with C-section delivery procedures and functions efficiently and effectively inobstetrical emergencies Anticipates the needs of the physicians prior to and during the procedures and assists in theclean-up of the room and instruments after the procedures Assists the RN/LPN with direct patient care. Demonstrated appropriate, caring behavior in theworkplace 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 inaseptic technique and responded appropriately Ability to scrub and present working knowledge and understanding for all types of surgicalprocedures Adequate knowledge and ability to identify emergency situations and respond using soundjudgment recognizing the scope and limits of surgical technician training. Contributed to staff orientation and education guidelines and identification of future needsof the service. Attended in-service education, staff meetings, and continuing education. Fulfills annualmandatory education requirementsGottlieb Hospital - Melrose Park, IL Jan. 2013 - May 2015Sterile 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, andquality improvement, safety, and environmental and infection control standards. Restocked, labels, and maintained inventory, submitted requisitions, collected and distributedinstruments, trays, crash carts, and facility medical equipment. Decontaminated and sterilized instruments, medical supplies and equipment, and assembled wrapsand sterilized trays of instruments. Followed proper Standard Precautions while indecontamination and sterilization areas Monitored biological and chemical wash solution to ensure quality and consistency fordecontamination 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 implantsQuad Graphics / Quebecor World Logistics - Bolingbrook, IL Jul. 2009 - Oct. 2014Logistics 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 assetutilization and minimize costs related to out-of-route miles, non-revenue movement, and perdiem charges Main point of contact for drivers Proactively monitored key metrics for on time performance to ensure freight schedules wereexecuted 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 tominimize 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 profilerequirements as identified by internal reports and daily email correspondence Communicated with external customers billing and logistics staff regarding appointment anddelivery documents, pricing, special assessment and additional costs incurred in theiraccounts Initiated and managed collection of valid and additional expenses Performed other duties as needed to reach operational goalsAccount 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 mediacompanies Freight planning utilizing electronic technical based strategies and methodologies Structured operations strategies for customer contracts utilizing project managementmethodologies Facilitated recoveries or scheduled reprints under strict insertion guidelinesPan American Mortgage, LLC - Chicago, IL Oct. 2004 - Jan. 2009Loan Originator Ensured applicants received superior services and products Researched and evaluated loan applications pertaining to financial status, references, creditand applicant's fiduciary responsibility Handled the tasks of communicating with applicants and branches for providing timely updatesand progress reports Maintained high levels of customer service as well as managed the expectations of applicant'sand support staff's Maintained knowledge of the loan products, underwriting, processing procedures, and generaldepartmental guidelines Responsible for managing pipeline for all the originated loans by closing and completing therequired management reportsLoan 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 ofclient loan conditions Requested and verified all stipulations required prior to closing loans to schedule closingwith title company |