

Rayshounda Williams

St. Louis, MO

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Work Experience

Sterile Processing Technician

The Smile Company, Dental Care - Maryland Heights, MO

March 2020 to Present

Sterilization

Seating patients

Taking vitals

Assisting during procedures

Scheduling appointments

Confirming appointment

Taking Panel's

Answering Calls

Sterile Processing Technician

SSM Health - St. Louis, MO

December 2017 to December 2019

- Cleaning and sterilizing medical tools and equipment required for surgeries, examinations, and medical procedures.
- Controlling inventory
- Ordering supplies and checking expiration dates
- Maintain records of sterilization procedures, sterilized items, equipment maintenance, and supplies
- Preparing and delivering necessary equipment and instruments for surgeries, examinations, medical procedures, and medical carts.
- Testing and reporting any issues or problems with sterilization tools and equipment

Sterile Processing Technician

BJC HealthCare - St. Louis, MO

June 2014 to October 2017

- Cleaning and sterilizing medical tools and equipment required for surgeries, examinations, and medical procedures.
- Controlling inventory
- Ordering supplies and checking expiration dates
- Maintain records of sterilization procedures, sterilized items, equipment maintenance, and supplies
- Preparing and delivering necessary equipment and instruments for surgeries, examinations, medical procedures, and medical carts.
- Testing and reporting any issues or problems with sterilization tools and equipment

Education

High school diploma

Eskridge High School - St. Louis, MO

September 2007 to June 2009

Skills

- Sterile Processing
- sterilization
- Call Center (3 years)
- Customer Relations (5 years) (5 years)
- Computer Skills (3 years)
- Computer Skills
- Data Entry (5 years)
- HIPAA
- Medical Imaging
- Vital Signs
- Hospital Experience
- Medical Terminology
- Laboratory Experience
- Dental Assisting
- Infection Control Training
- Epic
- Medical Records
- EMR Systems
- Word Processing
- Front Desk
- Data Collection
- Dentrix
- Chairside Assisting
- Clerical Experience
- Medical Scheduling