

Molly Miranda
44045 15th Street West
Lancaster, California 93534
(213) 418-4712
mollymiranda23@hotmail.com

Objective

- To obtain a mid-level position in the Sterile Processing field.

Education

- Successfully passed the Certified Registered Central Service Technician (CRCST) exam on August 17th, 2021. **IAHCSMM certification number: 581656**
- **Metropolitan Community College– Omaha, Nebraska**
 - Studied one year of the Health Information Management program with an emphasis in Medical Billing and Coding.
 - Successfully completed courses in Medical Terminology Levels 1 and 2, and Anatomy and Physiology.

Professional Experience

- **Sterile Processing Technician II- Long Beach Memorial Hospital, Long Beach, California**
08/30/2021- Present
 - Processes incoming instruments in the decontamination area while wearing appropriate PPE attire.
 - Verifies and accurately assembles surgical instruments, per department requests.
 - Inspects instruments making sure they are in good working order prior to placing in tray for sterilization.
- **Instrument Technician- Sterile Processing Services of America, Long Beach, California**
05/19/2021-08/28/2021
 - Processed incoming instruments in the decontamination area while wearing appropriate PPE attire.
 - Verified and accurately assembled surgical instruments, per client requests.
 - Inspected instruments making sure they were in good working order prior to placing in tray for shipment.

- **Sterile Processing Technician- M/S Surgery Center, Lynwood, California**

09/07/2020- 06/08/2021

- Decontaminated and sterilized surgical instruments for various eye procedures.
- Assembled surgical packs and trays according to the Doctors' preference.
- Maintained the Sterilization Log, making sure the information entered was timely and accurate.

- **Records Clerk- Douglas County Courthouse, Omaha, Nebraska**

08/26/2019- 06/30/2020

- Scheduled court hearings for attorneys and defendants.
- Assisted Law Enforcement in processing Search Warrant Returns.
- Entered citation information into the computer to assess correct fines and to schedule future court dates.

- **Imaging Specialist- Harry A. Koch Insurance, Omaha, Nebraska**

06/18/2018- 07/12/2019

- Sorted and distributed all incoming mail to various departments.
- Scanned all policies, invoices, and claims into the computer and indexed to their correct files.
- Assisted Agents in applying and renewing their Agent/Producer licenses.

- **License Examiner- Department of Motor Vehicles, Omaha, Nebraska**

05/04/2015- 06/10/2016

- Collected verifying documents (social security number, proof of residence, current driver's License, birth certificates and passports) to verify legitimacy.
- Administered written, vision, and driving tests to applicants.