

# Tashina A. Fell

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McClellanville, S.C. | 843-359-8189 | msfello2@gmail.com

## Education

Trident Technical College, Mount Pleasant, S.C.

Diploma Sterile Processing Technician- 2018

Horry-Georgetown Technical College, Georgetown, S.C.

Certificate Administrative Medical Assistant-2017

Anthem College-Online, Phoenix, A.Z.

Associate of Science Medical Billing & Coding-2007

Academy of Cosmetology, North Charleston, S.C.

Diploma Cosmetology-2003

## Externship

MUSC-Ashley River Tower, Charleston S.C.

Sterile Processing Technician- 11/19/18 - 12/04/18

## Experience

**Sterile Processing Technician- Medical University Hospital** |February 2019-October 2021

Performs instrument production, case assembly, sterile processing, decontamination of surgical instruments in compliance with medical center policies and procedures, state, local and federal requirements.

monitors and participates in quality initiatives and assists with accomplishing organizational and department goals/objectives. Decontamination, cleaning, assembling, packaging, sterilizing, storage, and distribution of reusable surgical instruments and equipment.

Follow all sterilization policies and procedures.

Maintain the cleanliness of equipment according to manufacturer's instructions.

### **Custodian | Service Solutions | 08/2018-02-2019**

*Maintains and cleans all floor surfaces including sweeping, mopping, scrubbing, or vacuuming.*

*Follows procedures for using chemical cleaners and power equipment.*

*Cleans, monitors, and maintains restrooms, fitting rooms, corridors, and store entrance areas.*

*Cleans windows, glass partitions, and mirrors, using appropriate cleaners and equipment.*

### **Team Leader | A Mans Touch Cleaning Service | 06/2017 – 10/2017**

*Oversee the work of custodial staff, ensuring that building remains clean and all maintenance concerns are taken care of. Maintains and cleans all floor surfaces including sweeping, mopping, scrubbing, or vacuuming. Follows procedures for using chemical cleaners and power equipment. Cleans, monitors, and maintains restrooms, fitting rooms, corridors, and store entrance areas. Cleans windows, glass partitions, and mirrors, using appropriate cleaners and equipment.*

### **Lead Teacher | Sunshine House | 01/2017- 09/2017**

*Ensure the daily care of every child by following all licensing guidelines and implementing all company standards. Assess children's needs and development. Develop weekly lesson plans, activities and class set-ups. Help to maintain a fun and interactive classroom that is clean and organized.*

### **Teacher Assistant | Chesterbrook Academy | April 2016-October 2016**

*Ensure the daily care of every child by following all licensing guidelines and implementing all company standards.*

*Help to maintain a fun and interactive classroom that is clean and organized.*

### **Teacher Assistant | Parkwest Preschool & Learning Center- August 2015-April 2016**

*Ensure the daily care of every child by following all licensing guidelines and implementing all company standards.*

*Help to maintain a fun and interactive classroom that is clean and organized.*

## **Store Associate| Goodwill Industries| March 2014- May 2014**

*Provide satisfactory customer service through the efficient management of donations, processing, stock rotation and sales. Acknowledge customers as they enter and exit the store, greet donors, accept donations and provide itemized receipts. Sort donated merchandise into designated bins and performs cashier responsibilities.*

## **Sales Representative| Avon| April 2012- March 2014**

*Sells and distributing products to customers.*

## **Hair Stylist| Hair Cuttery| October 2003- May 2007**

*Client consultation, cut, trim and shape hair based on customers' instructions, hair type and facial features. Update and maintain customer information records, schedule appointments, and operate cash registers to receive payments.*

## **Certifications**

**BLS PROVIDER**

**CERTIFIED REGISTERED CENTRAL SERVICE TECHNICIAN**

**CERTIFIED INSTRUMENT SPECIALIST**

**CERTIFIED HEALTHCARE LEADER**

**References available upon request**