

Jasmine Ballard
2802 Shirley Dr Indianapolis, IN 46222
Cell: (260) 239-8199
JasmineLashon@gmail.com

Professional Summary

Meticulous and quality-focused Sterile Processing Technician, is seeking a position in a healthcare setting. Possesses high attention to detail and operational compliance. Adept in sterile tray assembly workflow efficiency and productivity monitoring.

Industry Skills

- Instrumentation: Knowledge of surgical instruments and specialty devices
- Processing of Surgical Instrumentation: Decontamination, packaging, and sterilization of surgical instrumentation
- Skills in Moveable Patient Equipment: Processing, cleaning, testing, assembly, and distribution of movable patient care
- Equipment Storage and Inventory: Storage, handling, and distribution of sterile surgical instrumentation and devices, as well as inventory control and cost recovery systems
- Medical Terminology: Knowledge of medical terminology, anatomy & physiology, and microbiology
- Prevention Processes: Infection prevention, decontamination, and disinfection processes

Soft Skills

WIN Soft Skills Certification *May, 2022*

- Professional Communication
- Conveying Professionalism
- Promoting Teamwork and Collaboration
- Thinking Critically and Solving Problems

CPR Certification *April, 2022*

Education

Vincennes University *June, 2022*
Sterile Device Processing Technician Certificate
Sterile Processing Technician | Vincennes University, Indianapolis IN
February 7, 2022 to June 2, 2022
IAHCSMM Sterile Device Processing Technician Certification Exam

Wayne Township Adult Education

October 2021

High School Equivalency/ GED
Indianapolis, IN

Work Experience

Lowe's Installation Support

01/2019-Current

Project Coordinator Indianapolis, IN
Assist customers with their installations and concerns for the installs
Work directly with the installers for scheduling, deliveries, and project completions
Working in the best interests of our customers and installers to ensure project satisfaction

State Farm

02/2018-01/2019

Customer Service Specialist. Plainfield, IN
Assist customers with their insurance policies and making payments
Focusing on retention with our current customers
Working in the best interests of our insureds

St.Vincent Hospital & Medical Group

03/2016-02/2018

Patient Access Registrar/Patient Services Representative Carmel, IN &
Plainfield, IN
Take patient's information to schedule and check them in for appointments and billing purposes.
Complete claims to bill the insurance companies.
Take co-pays and remaining balances on patient accounts.
Complete prior-authorizations.

Navient Solutions

08/2014-03/2016

Servicing Specialist II Fishers, IN
Assist customers with their student loans in reference to repayment or postponement.
Problem solving and analyzing situations to find a solution to a loan customer based on their current situation or hardship.

United Airlines**03/2013-03/2014**

Ticket Counter Clerk

Indianapolis, IN

Assist passengers with checking in for their flights and luggage.

Advising on itinerary changes and if a re-route would be necessary based on connection times.

Advised where planes depart, work the flight, board passengers

Kept track of operating within Federal Aviation Administration guidelines.

G2 Secure Staff**02/2012-03/2013**

Cabin Crew

Indianapolis, IN

Security search and audit planes before departure.

Verify the planes are clean and secure, providing the seal of approval for takeoff per United Airlines and Federal Aviation Administration guidelines.

Professional References

1. Qhiosha Williams – SDPT Instructor

qhioshaw@outlook.com

Cell: 412-600-0419

2. Lisa Mckown – SPDT Instructor

lisa@beyondclean.net

Cell: 317-429-7415

3. Agnes McMiller

Almcmiller89@gmail.com

Cell: 317-560-6443