**Surgical Tech Resume Sample 1**

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**A. Summary**

As a surgical technician, I have committed myself to ensuring that patients receive all the careful planning that they need for a successful surgery each and every visit. From making sure that instruments are appropriately disinfected to strict adherence to all safety protocols, I always put the needs of patients first. In total, I have over 11 years of experience in the medical field as a surgical tech, and am looking forward to the opportunity to work with your company in the future.

**B. Working Experience**

**November/2012 - Present - Deerfield Surgical Center, Deerfield, Florida**

**Responsibilities:**

* Checking the stock levels of various medical supplies and keeping inventory
* Ensuring all instruments are assembled correctly and ready for surgical procedures
* Assisting doctors with various tasks as needed
* Transporting patients to the correct room after each surgery

**Achievements:**

* Top patient satisfaction rating for three consecutive years
* Perfect attendance award for nine quarters in a row
* Gold Star Patient Care award recipient

**January/2009 - November/2012 - Bartfield Hospice, Bartfield, Florida**

**Responsibilities:**

* Prepare patients for surgery by cleaning and shaving the treatment area
* Ensure patients are as comfortable as possible and answer any questions that they may have
* Transport patients to and from the operating room
* Keep track of all surgical implements to ensure that everything is accounted for

**Achievements:**

* Nominated as a finalist for the Top Patient Liaison award in 2010
* Most improved guest satisfaction rating for new employees
* Safety First award recipient for two years in a row

**March/2005 - January/2009 - Marksville Medical Center, Ft. Pierce, Florida**

**Responsibilities:**

* Checking in with patients before surgery to ensure that they are comfortable
* Stocking the surgery area with appropriate tools and disinfectants
* Ensuring that equipment is in proper working order before each surgery
* Transporting patients to their private rooms after each procedure

**Achievements:**

* Zero reported accidents during my tenure
* Nominated as a finalist for the Patient First award
* Recipient of the Surgical Perfectionist award

**C. Education and Academic Training**

AS in Surgical Technology, University of Central Florida, Orlando, FL, 2005  
National Board of Surgical Technology and Surgical Assisting Certification (complete and current)  
High School Diploma, Lake Alfred High School, Lake Alfred, FL, 2000

**D. Job Related Skills**

* NBSTSA certification complete with a valid certificate on file with the state
* Certified by the American Red Cross in CPR
* Ability to comfort patients pre and post surgery
* Knowledge of instruments and procedures used in surgery
* Inventory organization skills

**E. General Skills**

* Basic understanding of Microsoft Office
* Familiar with a wide range of PBX systems
* Member of several community service groups like the Boys and Girls Club