

# Julia Smith

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## Professional Summary

My goal is to advance in the field of sterile device processing by continuing my education through training and experience. I hope that enhancing my expertise in sterilization protocols will allow me to contribute to the development and innovation in sterilization and decontamination techniques to improve patient safety and operational efficiency.

## Education

### Sterile Device Processing Technician

- Wayne Township Adult Education–Vincennes University, Indianapolis, IN
- Expected Graduation Date: December 2024
- **Certified and Registered Central Service Technician Certification Exam**
  - **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, and physiology and microbiology
  - **Prevention Processes:** Infection prevention, decontamination and disinfection processes

### High School Diploma, Knightstown, Indiana

- Graduation Date: 2009
- National Society of High School Scholars
- Class Salutatorian

## Industry Skills

### WIN Certification–Indiana Department of Workforce Development

- Date of Completion: October 2024
  - Communicating Effectively
  - Conveying Professionalism
  - Promoting Teamwork and Collaboration
  - Thinking Critically and Solving Problems

### OSHA-10 Certification Healthcare

- Date of Completion: December 2024

## Work History

### **Clinic Manager-The Joint Chiropractic, Avon, IN**

- February 2024-Present
  - Set clinic performance Goals
  - Manage patient information and engagement
  - Help doctors implement treatment plans
  - Perform direct marketing in the community

### **Sales Manager and Transportation Specialist- LevelUp Direct, Houston, TX**

- January 2023-January 2024
  - Transport sales teams around Texas
  - Deploy outside sales setups at multiple locations
  - Provided free phones and internet services to underprivileged communities
  - Monitored team sales and community need across TX, AR, and LA

### **Employment Specialist- OnDemand Staffing, Indianapolis, IN**

- August 2021-December 2022
  - Coordinated new hire applications and placement
  - Completed new hire forms and verify documents
  - Staffed large venues with efficient and professional staff
  - Input payroll information and handled large payouts in office

### **Clinic Manager-The Joint Chiropractic, Avon, IN**

- October 2018-June 2021
  - Set clinic performance Goals
  - Manage patient information and engagement
  - Help doctors implement treatment plans
  - Perform direct marketing in the community

## References

### **Ms. Rocio Riquelme De Velazquez, SDPT Instructor**

Wayne Township Adult Education

[rocio.riquelmedevelazquez@wayne.k12.in.us](mailto:rocio.riquelmedevelazquez@wayne.k12.in.us)

317-988-7362

### **Ms. Lori Fulford, SDPT Career Coach**

Wayne Township Adult Education

[lori.fulford@wayne.k12.in.us](mailto:lori.fulford@wayne.k12.in.us)

317-988-7532

### **Ms. Brenda Anderson, Director of Operations**

The Joint Chiropractic Avon

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