|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Donella Talbert-Griffin |

|  |  |
| --- | --- |
| 3539 Cambridge Falls Drive, Fresno, TX 77545 |  |
| (337) 532-3389 |  |
| Donnietal68@yahoo.com |  |
|  |  |

 |

# Experience

# Participates in several surgical procedures. Strong people skills with the ability to teach and work in a team environment. Experience in working independently, under pressure, driven, goal-oriented and a multi-tasker.

**CHI St. Lukes - Texas Medical Center - November 2015 - Present - Certified Surgical Tech - O’Quinn Medical Towers/JaMail Outpatient Center**/CVOR – Texas Heart Institute

* In charge of preparing the operating room and assisting surgeons in the following procedures: general surgery cases, ENT cases, vascular cases, plastics, urology, ophthalmic and occuloplastic cases and corneal transplants.
* **Served as a member of the liver transplant team in CVOR.**
* Adheres to aseptic practices providing and maintaining a safe environment.
* Performs duties according to department specific expectations as identified and assigned.
* Functions in the role of assistant as necessary under the direct supervision of the surgeon.
* Handles and processes surgical specimens according to established policy/procedure.
* Communicate with sales reps for in-service arrangements for CEUs for surgical techs.
* Assists with patient care activities under the direct supervision of the Registered Nurse.

**South Texas Vascular Center March 2017 – August 2021 - Certified Surgical Tech**

* Prepare the operating suite.
* Assist the surgeon in the following procedures: peripheral angiograms, peripheral angioplasties, fistulograms, thrombectomies, IVC filter removals, TDC placements and exchanges, and vein ablations.
* Order medical supplies for the office and coordinate with sales reps regarding supplies needed for procedures.
* Communicates, interacts, and participates in teamwork throughout the office.
* Demonstrates knowledge and respect of the patients’ right to privacy and protection of patient confidentiality.

**Houston Methodist Hospital Sugarland June 2013 - November 2015 - Certified Surgical Tech - CVOR**

* Responsible for assisting the CV surgeon in the following procedures: Fem pop, fem distal, VATS, thoracotomies, carotid endarterectomies, fistula creations, fistulograms, TDC placements and exchanges, peripheral angiograms, and angioplasties, abdominal aortograms, carotid angiograms, angioplasties and carotid stent placement, and triple A stent graft insertions, IVC filter placements/retrievals.
* Communicate with sales representatives for in-service arrangements for the CV team.
* Assist in inventory by doing outdates on supplies.

**Conroe Regional Medical Center Cath Lab · Conroe, Texas June 2011 - February 2012 Cardiology Buyer**

* Employed as Cardiology buyer for the Cath lab department at CRMC.
* In charge of coordinating with the materials management department to order supplies and equipment for the cardiology and interventional radiology departments.
* Supervise sales personnel.
* Keep and maintain records.
* Verify orders and shipments.
* Engage with customers who want to return or exchange merchandise.

**Regional Heart Center · Christus Health St. Patrick Hospital · Lake Charles, LA Medical Transcriptionist/Cardiology Receptionist/Cath Lab Scrub Tech May 2005 - May 2011**

* Served as a key member of a healthcare team for a busy cardiology department.
* Assisted nine Cardiologists in ensuring the best patient care and smooth daily functioning of the cardiology department.
* Demonstrated proficiency in transcribing cardiology reports, handling administrative duties (scheduling cardiology procedure appointments, answering phones, maintaining/mailing/faxing patient records, order office supplies), and time keeping – KRONOS.
* Coordinated communication efforts within the department and with other departments in the hospital.
* Trained new office employees. ·
* Responsible for performing all Cath Lab duties by following sterile technique.
* Assist cardiologists in cardiac catheterization/intervention procedures, AAA stent graft insertions, peripheral angiogram/intervention, and pacemaker/defibrillator implantations.
* Complied with HIPPA and JCAHO regulations
* Responsible for taking call 1-2 days during the week and 1 weekend a month.
* React calmly and effectively in emergency situations while adding the personal caring touch that immediately puts patients at ease.
* CPR and ACLS certified

# Skills

* Ability to be highly adaptable to complexity and change with accuracy and attention to detail.
* Quick learner: ability to come up to speed quickly on products and services
* Good knowledge of basic computer operations and Microsoft Office tools
* Good time manager: well organized, able to set and reset priorities.
* Ability to prioritize assignments. Strong time management skills
* Ability to manage multiple customers and strong organizational skills.
* Ability to communicate effectively with sales and health care professionals.
* Strong TEAM player – ability to work cross-functionally.
* Ability to quickly and comprehensively learn about products and competitive products.
* Effectively communicate information.
* Ability to work with precision, accuracy, and high attention to detail.
* ACLS certified.

# Education

Bachelors of Science Healthcare Administration – Concorde Career College – April 2022

Associates of Applied Science in Surgical Technology - Concorde Career College – July 2020

Sanford Brown College - February 2012 - May 2013 Surgical Technology - CST

Acadiana Tech · March 1988 - December 1988 – Medical Secretary/Transcriptionist

Lake Charles Memorial Hospital Surgery Dept · Spring 1991 - Scrub Tech Training

Sowela Technical College · May 2003 - February 2004 - Certified Nurse's Assistant