

# Ashley Lake, CST, BAS

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## Objective

- To obtain a position as a Surgical Technology Program Director, in which my extensive background in education, critical thinking, communication, and leadership can be exemplified; while exhibiting my superior knowledge in technology and leadership.

## Education

### **BACHELOR OF APPLIED SCIENCE | DECEMBER 2017 | CLAYTON STATE UNIVERSITY**

- Major: Administrative Management
- Concentration: Organizational Leadership

### **ASSOCIATE OF APPLIED SCIENCE | DECEMBER 2010 | COLUMBUS TECHNICAL COLLEGE**

- Major: Surgical Technology

## Skills

Multi-tasking, Prioritization, Leadership, Microsoft Office Suites, Perioperative Patient Care, Medical Law and Ethics, Medical Terminology,

## Experience

### **Surgical Technology Program Director | West Georgia Technical College | August 2014-Present**

- Plan, organize, develop and direct overall operation including educational needs of the Surgical Technology Department to ensure the highest degree of surgical patient care by following all laws, regulations and the Technical College and Schools of Georgia standards.
- Maintain compliance with all federal and state laws and regulations regarding higher education to include but, not limited to FERPA and ADA accessibility.

## **SURGICAL TECHNOLOGY INSTRUCTOR | VIRGINIA COLLEGE | OCTOBER 2013-AUGUST 2014**

- Prepares, administers, grades, and records formative and summative written and practical examinations during the course of study. Discusses with students their concerns and/or problems directly or indirectly related to the learning experience and the achievement of satisfactory academic progress.
- Plans and assigns student activities in the classroom and/or clinical settings to attain the breadth and depth of the program objectives and outcomes.

## **CERTIFIED SURGICAL TECHNOLOGIST|COLUMBUS REGIONAL HEALTHCARE SYSTEM | JUNE 2009-OCTOBER 2013**

- Effectively assist new employees in acquiring the necessary skills to become a productive team member
- Provide patient education before and after undergoing a surgical procedure
- Communicate daily needs of the department to the Sterile Processing and Central Supply Department

## **CERTIFIED SURGICAL TECHNOLOGIST|PHOEBE PUTNEY MEMORIAL HOSPITAL | JUNE 2007-JUNE 2009**

- Proficient resource for new Surgical Technologist team members
- Provided patient education before undergoing surgical and non-surgical procedures.
- Exercise a working knowledge of medical terminology, surgical terminology, and hand signals used during surgery.

## **CERTIFIED SURGICAL TECHNOLOGIST|SOUTHEAST ALABAMA MEDICAL CENTER | JULY 2006-JUNE 2007**

- Executed appropriate and correct case preparation for current surgical case
- Provide staffing support to Sterile Processing department as needed
- Anticipate and deliver the needs of the surgical team to ensure quality patient care

## **Awards**

**RICK PERKINS NOMINEE|WEST GEORGIA TECHNICAL COLLEGE|OCTOBER 2019**

**ROOKIE OF THE QUARTER|VIRGINIA COLLEGE AUGUSTA|MAY 2014**