

Keisha Palmer

Sterile Processing Coordinator

Atlanta, GA • (404) 555-0119 • keisha.palmer@email.com • linkedin.com/in/keishapalmer

SKILLS

Instrumentation

Instrument Tracking System

Loaner Trays

Case Carts

Instrument Repair Programs

Sterile Processing

Infection Control

Count Sheets

Organizational Skills

Attention to Detail

EDUCATION

Associate of Applied Science

05/2020

Atlanta Technical College

Atlanta, GA

Surgical Technology

CERTIFICATES

Certified Registered Central Service Technician (CRCST)

Healthcare Sterile Processing Association (HSPA)

11/2020

Certified Instrument Specialist (CIS)

Healthcare Sterile Processing Association (HSPA)

04/2023

SUMMARY

Sterile processing coordinator with 6 years of SPD experience, the last 2 coordinating instrumentation, loaner trays and case carts for 24 operating rooms. Manages the instrument tracking system, the repair program and daily OR communication, and keeps infection control documentation survey-ready. CRCST and CIS certified, with strong organizational skills and attention to detail.

EXPERIENCE

Sterile Processing Coordinator

09/2024 - Present

Peachtree Medical Center

Atlanta, GA

450-bed hospital with 24 ORs and 2 ambulatory surgery sites.

- Coordinate **120+** vendor loaner trays a month, holding late arrivals to under 3% of cases.
- Manage instrumentation repairs with 2 repair vendors, cutting yearly repair spend by \$48K.
- Maintain count sheets and photos for 1,900 sets in the instrument tracking system.
- Review the next day's OR schedule with surgery leads and resolve tray conflicts before 3:00 PM.
- Report weekly on turnaround time, tray errors and flash rates to the SPD manager.

Sterile Processing Technician

07/2020 - 08/2024

Fulton County General Hospital

Atlanta, GA

300-bed hospital with 14 ORs.

- Decontaminated, assembled and sterilized trays for 40 cases a day across all specialties.
- Built 30 case carts a night from surgeon preference cards.
- Served as super user for the tracking system go-live and trained 22 coworkers.
- Inspected instruments under magnification and tagged 300 items a year for repair.