

SUSAN WILTON

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Professional Summary

4 years experience as a Program Coordinator/Surgery Scheduler. Identified and resolved inventory issues to enable operation. Monitored patients charts and made sure they were cleared for surgery. Evaluated surgeries to give them appropriate block time.

Skill Highlights

Supplier relations
Detail oriented
Delivery Oversight
Proficient in Microsoft, Excel, powerpoint and Epic

Materials coordinator
File Maintenance
Administrative experience

Experience

Adaptable Program Coordinator/Surgery Scheduler skilled in maintaining records and independently resolving materials problems. Maintain tight delivery schedules by working with suppliers and shipping vendors.

Dependable employee seeking opportunity to expand skills and contribute to company success. Considered hard working, ethical, and detail oriented.

Career Chronology

UC outpatient Surgery Center
Program Coordinator/Surgery Scheduler

Nov 2018 - present

Ohio Certified Dialysis Technician

Oct 2012 to November 2018

Masters Pharmaceuticals
Account manager

Jan 2007 to Nov 2011

Education and Training

Certified Dialysis Technician
Certificate, Medical Coding and Billing
Certificate, Patient Care Assistant

2013
2006
2000

Licenses

Certified Phlebotomist, Ohio Certified Dialysis Technician, and RQI/BLS CPR certified