

# ANDY BROWN

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## ANNOUNCEMENT

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PD No. 8449A (Civilian Pay Technician)

## SERIES/GRADE

GS-544-07

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## EDUCATION

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**Belhaven University** • B.S. Business Administration – Jackson, MS

Expected graduation date May 2012

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## CERTIFICATES

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### VA Learning Management System

**DFAS** • Pay Management Enduring Training (03/30/10) – Jackson, MS

**VHA CO** • Compliance and Business Integrity (CBI) Awareness Training (03/29/10) – Jackson, MS

**PROJ0882** • Budgeting and Controlling Costs (03/17/10) – Jackson, MS

**VA Online** • IFCAP Training (03/16/10) – Jackson, MS

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## WORK EXPERIENCE

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**VA (SONNY MONTGOMERY) MEDICAL CENTER**, 04/2007 – Present – **Jackson, MS**

*Supply Technician* – Grade Level: GS6 – Salary: 35K – Weekly Hours: 40

Distribute supply items and equipment for patient care executing institutional procedures for surgical case cart set up practices. Process, prepare, and distribute instrument trays used in a full range of surgical operations based on scheduled activities supplemented by special requests.

- Utilizes VISTA to retrieve menus, instructions, and work orders
- Promptly processes five to 10 trays daily

Contact Supervisor: Yes      Name: Joan Sillers      Phone: 601.362.4471

**JANI KING**, 05/2005 – 04/2007 – **Chicago, IL**

*Franchise Owner* – Salary: 12K – Weekly Hours: 30

Provided clients with safe cleaning solutions to help reduce contaminants. Used environmentally preferable products, microfiber systems, and specialized chemical dispensing systems.

Responsible for negotiating and carrying out the terms of cleaning contracts, promoting services, delegating work assignments, controlling inventory, training new hires, and completing reports.

- Generated profitable returns within the first 12 months of operations
- Maintained work records, timesheets, and processed payroll
- Followed federal laws and regulations and Franchise operating procedures

Contact Supervisor: Yes      Name: Judith Maggot      Phone: 874.000.3800

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**HIGHLAND PARK HOSPITAL, 01/2004 – 03/2007 – Highland Park, IL**

*Surgical Instrument Technician* – Wage: 12 per hour – Weekly Hours: 40

Processed material, instrument, and supply orders for surgeons, anesthesiologists, and or departments following established decontamination procedures; assembled, sterilized, packaged and set up case carts. Sanitized, organized, sorted, and stocked departmental supplies, equipments, and instruments. Discarded defective instruments and performed administration tasks.

Contact Supervisor: Yes      Name: Bonnie Jones      Phone: 847.000.8000

**KENOSHA MEDICAL CENTER, 07/2003 – 12/2003 – Kenosha, WI**

*Surgical Instrument Technician* – Salary: 10 per hour – Weekly Hours: 40

Processed material and equipment for hospital and affiliate facilities to ensure patients had quality products by executing established procedures for decontamination assembly, packaging, sterilization, and surgical case cart set up practices.

Contact Supervisor: Yes      Name: Brian Westell      Phone: 262.000.2941

**FEDERAL EXPRESS, 10/2000 – 08/2003 – Northbrook, IL**

*Part-time Express/Ground Driver*– Wage: 15 per hour – Weekly Hours: 20

Delivered an average of 150 ground packages to 50 businesses and residential customers. Picked up over 200 boxes from five entities on a daily basis. Delivered 75 express packages to over 25 businesses and residents daily, and maintained customer satisfactory and courteous service.

Contact Supervisor: Yes      Name: Tony Kool      Phone: 847.000.9489

**US NAVY/NAVAL HOSPITAL 01/1998 – 10/2000 – Great Lakes, IL**

*Medical Supply Technician*      – Rank: E-4      – Weekly Hours: 40

Stocked, received, stored medical and surgical supplies for the main operating room and anesthesia departments; processed 250-300 items daily, maintained central room inventory, resupplied five departmental supply closets, and five exchange carts with 702 line items valued at \$96K.

- Maintained accurate inventory counts

**US NAVY/DEFENSE COMMISSARY AGENCY 12/1991 – 12/1997 Portsmouth, VA**

*Meat Department Worker* – Rank: E-1 – Weekly Hours: 40

Responsible for organizing, sorting, and stocking chilled and frozen meat products. Assisted Commissary store patrons with purchases and selections, and maintained sanitary standards; updated prices by replacing labels, removing and replacing displays, and setting up sale bends. Organized merchandise, and re-shelved misplaced items.

**TRAINING/MILITARY SCHOOLS**

*Real Estate Title Insurance Career Action Series* – Oakton Community College, Des Plaines, IL

*Self Employment Training* – Triton College, River Grove, IL

*Navy Barber Apprenticeship Program* – Norfolk, VA

**REFERENCES**

Kathy Tidwell – VA Medical Center, 601.000.4869

Dianne Jones – VA Medical Center, 601.000.6049

Stacy Pearson – VA Medical Center, 601.000.0382  
Darlene Davis – Anderson Merchandiser, 773.000.4097