

BIOMEDICAL ENGINEERING TECHNICIAN II

Professional Summary

Versatile BMET II highly effective at working independently and as part of a team. Expertise in installation and inspection of medical devices.

Core Qualifications

- Microsoft Excel, Project and Visio
- Adobe
- Engineering standards
- OSHA regulations
- MS Office proficient
- Competency in procedure development
- Advanced anatomy knowledge
- Advanced knowledge of embedded systems
- Vast technical knowledge
- Windows XP/Vista
- DHCP/DNS Ethernet and Firewall proficient
- LAN aptitude
- Proficient in AVG, Printers, PC Security systems
- Knowledge of manufacturing test methodologies.
- Database servers
- Local remoter systems support
- Proficiency in TCP/IP protocols
- Information security
- Document management
- Excellent communication techniques
- Self-starter
- Team player
- Patient and diligent
- Keen eye for detail
- Acutely observant
- Excellent problem solving skills

Experience

Company Name June 2008 to Current Biomedical Engineering Technician II

City , State

- Properly respond to service calls to evaluate, diagnose, perform repair and planned maintenance (PM) on the hospital's biomedical equipment.
- Integration of software for network systems such as Philips, Hillrom, and Hugs Infant Security System as well as installs of such systems.
- Knowledge of the application and repair of computers and servers and how they interface with medical equipment.
- Evaluate biomedical equipment issues, implement appropriate repairs; as assigned, perform planned maintenance (PM), maintain effective customer relations, follow appropriate hospital policies, procedures, hospital protocol and complete necessary documentation.
- Follow-up with hospital staff to ensure resolution.
- Assist other technicians on basic and complex repairs.
- Provide efficient service delivery for all medical devices within assigned areas.
- Share the on-call / pager responsibility.
- Document all repair actions and submit reports/summaries according to schedule.
- Ensure proper care of spares, tools and test equipment and ensure calibration.
- Maintain approved parts inventory.
- Brings ideas/concerns to supervisor; participates in department decision-making.
- Assist senior biomedical equipment technicians or leads with in-service educational programs on equipment use to staff.
- Ensure all work orders, vendor service reports, PM activities, purchase orders and other duties are documented in an accurate and timely manner.
- Perform electrical safety checks on incoming medical equipment and monitor maintenance and repair records for them also.
- Add to or change original components to meet specific or diagnostic requirements.
- Maintain, inspect, install devices and system configurations, and oversee the hospital's Hugs infant security system which protects all pediatric / newborn patients from abduction.
- Review outcome of preventive maintenance actions and make recommendations to department staff concerning outcomes.
- Knowledge of basic anatomy and physiology as applied to the use of biomedical equipment.
- Knowledge of color code conventions used in component and wiring marking.
- Promoted to one of 3 Lead Techs overseeing Preventive Maintenance (PM) inspections that are due each month throughout various locations in the hospital, in charge of keeping the Supervisor informed on PM statistics, tracking the PM process week by week, and training other techs on PMs.
- Ability to lift up to 100 lbs and push a cart up to 250 lbs.

- Ability to stand and walk for hours at time.

Company Name January 2006 to July 2008 Nutrition Clerk

City , State

- Keep a count of patients' carbs intake throughout the day.
- Assist nurses in monitoring patients' daily meals to ensure they do not eat any foods restricted on their diet plan; prep and serve supplement drinks to the patients while providing excellent customer service.

Company Name November 2006 to June 2008 Manager/Assistant Service Coordinator

City , State

- Input, update, upload, and maintain master schedule files for DeVry University Kansas City, MO main campus and other DeVry branches.
- Utilize Oracle database to schedule courses for the upcoming term and review student academic records to compare grade progression.
- Provide tutoring for DeVry students, schedule the ESC staff as well as perform clerical chores for the academic and registrar office as needed.
- Managed a staff of 6-8.

Company Name June 2006 to November 2006 Receptionist

City , State

- Answered phone calls and greeted customers, assisted staff with special projects, alphabetized and filed paperwork.
- Monitored equivalency tests for new students to access knowledge before they enroll and monitored proficiency tests for current students who want to test out of classes.
- Cleaned student testing
- area and reception areas; alphabetized student academic files so they could be ready for scanning into the school's electronic records database; received and submitted transcript requests to the Systems Administrator.

Skills