Staten Island, NY

Email

Phone Number

**EXPERIENCE**

**EXTENDED MLTC**

Staten Island, NY April 2019- Present

Nurse Care Manager

* Uses the nursing process to assess, plan, implement, and evaluate patient care and the use of resources.
* Monitor quality of care to ensure that infection control, risk management and all other aspects of services are appropriate.

**Maimonides Medical Center**

Brooklyn, NY January 2018– Present

Nursing informatics – SCM Consultant

* Assists Doctors, Residents, Registered Nurses & NP’s with documentation
* Labor & Delivery, PACU, Doctors Lounge & High Risk Post Partum

**Saint Paul’s School of Nursing**

Staten Island, NY January 2011- April 2019

Administrative Support/ Front Desk Manager

* Operate telephone switchboard to answer, screen and forward calls, providing information, taking messages and scheduling appointments
* Transmit information or documents, using computer, mail or facsimile machine
* Create spreadsheets, Create shuttle bus schedule
* Administer entrance examinations to prospective students

**Registrar Services Assistant**

* Support the office with registration, Maintain attendance sheets, Record attendance, Maintain Office Files
* Handle inquires regarding Verification Letters, Academic Transcripts
* Update information in database daily.
* Provide assistance with degree audits, support the school during commencement and provide assistance with student, faculty and administrative office requests.

COMMUNITY SERVICE

**New Dorp Public Library-** Staten Island, NY- Reading Program Volunteer

**Monsignor Farrell High School-** Staten Island, NY- Medical Volunteer

**Camp Good Grief-** Staten Island, NY- Graduate Nurse Volunteer

CLINICAL EXPERIENCE

**Student Nurse**

Staten Island University Hospital- Staten Island, NY

Richmond University Hospital- Staten Island, NY

South Beach Psychiatric Center- Staten Island, NY

Sea View Rehabilitation Center- Staten Island, NY

Rotations Include: Medical/ Surgical, Vent Unit, Pediatrics, Gerontology, Adolescent Psychiatrics, Adult Psychiatrics, Alcohol / Drug Detoxification, Labor & Delivery, Post- Partum, Newborn Nursery, Cardiac, Telemetry, Neurology, Physical & Occupational Therapy, Endoscopy, Interventional Radiology.

EDUCATION

Bachelors in Science, Nursing

Grand Canyon University

In process

Associates in Science, Nursing

St. Paul’s School of Nursing

2017

**PROFESSIONAL PROFILE**

To obtain a position with an organization that will utilize my eagerness and knowledge while allowing me to develop my skills and gain experience. I am reliable, outgoing and motivated with a friendly disposition who works well both as part of a team and individually.

LICENSES & CERTIFICATIONS

RN

Registered Nurse

New York & New Jersey

Expires December 2021

BLS

Basic Life Support

American Heart Association

Expires August 2020

IV Therapy Certification

Rutgers School of Nursing

2019

* SCM- Allscripts Program
* Oncology Nurse Association Member

**References Furnished Upon Request**

**NAME, RN**

REGISTERED NURSE