

Cindy Alvelo, RN  
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**Objective**

Seeking employment in an RN position within a progressive hospital/medical center in which my experience and passion can make a difference towards the goals of the Department and the Company while providing professional nursing care, utilizing the nursing process in accordance with established standards of care, policies, and procedures with a hospital that treats co-workers, patients, families, and all members of the health care team with dignity and respect.

**Skills and Clinical Experience**

Bilingual in Spanish and English, excellent time management skills and excellent communication skills. Serve as a leader of health care teams; delegate tasks appropriately, and demonstrates appropriate accountability. Demonstrate professional, supportive behavior. Mentor and coach others in ED specific operations and patient care activities. Comply with regulatory requirements, policies, procedures, and standards of practice. Develop the individualized plan of care that reflects assessment, planning, implementing, and evaluating the outcomes of that plan. Documentation reflects nursing process, interventions and evaluations taken. Maintain a safe environment for self and others. Treat all co-workers, patients and families of patients with courtesy, respect, kindness and compassion. Viewed by others to be an effective team member who is flexible, cooperative, willing to assist others and is a resource, preceptor, and mentor to new employees, students, and other team members.

**Education**

Associates Degree in Nursing, El Camino College- Compton Center, December 2016, Cerritos College Cosmetology Program and AA degree in Cosmetology, United States Army Reserve Quartermaster Certificate, California State University, Northridge, St. Mary's Academy

**Licensures and certifications:**

Registered Nurse: California State Board of Nursing, License Number: 95129158  
Current BLS, ACLS & PALS card

**Employment**

**Community Hospital of Huntington Park July 10, 2017-Present**

**Position: ER Registered Nurse**

As a critical member of our health care team, I uphold high standards of nursing care for a diverse population of patients ranging from newborn to geriatric in the ED, which include providing professional nursing care while utilizing the nursing process and treating patients, families, co-workers and all members of our health care team with respect and professionalism.

**Whittier Hospital Medical Center August 14, 2017-Present**

**Position: ER Registered Nurse**

As a critical member of our health care team, I uphold high standards of nursing care for a diverse population of patients ranging from newborn to geriatric in the ED, which include providing professional nursing care while utilizing the nursing process and treating patients, families, co-workers and all members of our health care team with respect and professionalism.

**Disney-Hair and Make-up Oct/2010-July/2017**

**Position: Hair and Make-Up**

I styled and retouched wigs with an approved appropriate look and design for Disney Characters. This also includes washing and setting the wigs to recreate specific styles approved for Disney Characters, working from a photo. I currently work in various venues, parades, and wig room.

**Bank of America Oct/2003-Feb 2008**

**Position: AVP Global Client Service Manager**

I led and developed a group of associates to enhance their expertise in Business Banking. I am exceptionally skilled at developing and deepening relationships with clients and business partners. I participated in the development of short- and long-range client service enhancement strategies that drive client delight and revenue growth. I also monitored internal processes and leverage six sigma methodologies to implement enhancements that drive client and associate delight. I have developed expert knowledge in the end-to-end sales, service and fulfillment process and I directly participated in the resolution of operational and product servicing issues of a sensitive and high risk nature for major clients. I was responsible for staffing, performance management, budget/expense management, reporting and forecasting for areas I directly managed. I demonstrated strong ability to digest complex issues and develop creative solutions while properly balancing risk and reward including capabilities to align enterprise capabilities, lead people to perform, and created competitive business plans while maintaining client focus.

**United States ARMY Nov/1992-Nov/2000**

**Position: US ARMY Specialist; Logistics Specialist**

Proudly serviced my country, in the United States Army, for eight years.

**Honors/Activities**

**El Camino College-** Dean's lists 4 Semesters

**IOTA KAPPA CHI-** Member

**Cerritos College-** Dean's lists and Graduated with Highest Honors

**Christ Chapel of Long Beach Aids Food Store-** Volunteer

References Available Upon Request