

Matthew Baxter

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900 Loma Encantada

Socorro, NM 87801

EDUCATION AND CERTIFICATIONS

New Mexico State Board of Nursing

Registered Nurse

American Heart Association

ACLS PALS

TNCC ENPC

BLS

University of New Mexico- Valencia, Los Lunas NM

Associate of Science in Nursing 5/2015

Central New Mexico Community College, Albuquerque NM

EMT Basic Certificate 12/2011

RELEVANT CLINICAL EXPERIENCE

Sandoval Regional Medical Center

4/18- Present- Sandoval Regional Medical Center - Emergency Room

Socorro General Hospital

12/15 - 4/18 Socorro General Hospital - Med/Surg RN

10/16 - 4/18 Socorro General Hospital - Emergency Room

Socorro General Medical Group

7/15-5/16 Present Socorro General Medical Group - Pediatric RN

Preceptorship

3/15 - 4/15 Presbyterian Healthcare Services Hospital - Pediatrics ICU

EMPLOYMENT HISTORY

Registered Nurse

Sandoval Regional Medical Center - Emergency Room

4/18- present

- Acts as clinical resource by overseeing the delivery of patient care
- Direct and delegate patient care assignments to medical assistants and nursing staff based on acuteness of patient care needs and staff capability and anticipate future needs
- Direct patient care, evaluates outcomes, consults with other specialists as required and adjusts nursing care processes as indicated to ensure optimal patient care.
- Administer medications, vaccines, allergy immunotherapy, and other treatment modalities consistent with the New State Board of Nursing Scope of Practice
- Order and maintain physical inventory of immunizations provided by the Vaccines for Children Program
- Perform routine treatment procedures, to include invasive procedures such as blood draws stage I and II wound care, and urinary catheterization; assists with specialty bed functions
- Provide basic patient care; take and record vital signs to include temperature, pulse, respiration, weight, height, blood pressure and intake-output measurements. Collect, label, and transport specimens
- Handle patient requests, report and record changes in condition or behavior of patients or unusual incidents, within scope of training

1/2016 - 4/18

10/16 - 4/18

7/2015 - 1/2016

Registered Nurse

Socorro General Hospital - Medical/Surgical Unit

Socorro General Hospital - Emergency Room

Socorro General Medical Group - Pediatric/Family Medicine

- Acts as clinical resource by overseeing the delivery of patient care
- Direct and delegate patient care assignments to medical assistants and nursing staff based on acuteness of patient care needs and staff capability and anticipate future needs
- Direct patient care, evaluates outcomes, consults with other specialists as required and adjusts nursing care processes as indicated to ensure optimal patient care.
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- Handle patient requests, report and record changes in condition or behavior of patients or unusual incidents, within scope of training

Nurse Extern

Socorro General Medical Group, Socorro NM

10/2014 - 7/2015

- Assist nursing staff in complicated treatment procedures; perform routine treatment procedures
- Provide basic patient care; take and record vital signs to include temperature, pulse, respiration, weight, height, blood pressure and intake-output measurements. Collect, label, and transport specimens
- Collect specimens appropriately and perform some laboratory testing procedures; blood draw , Urinalysis, coagucheck INR, blood glucose monitoring, hcg urine test, rapid strep test, and DNA strep probe.
- Transport equipment, supplies, charts, and materials
- Proficient use of EKG.
- Handle patient requests, report and record changes in condition or behavior of patients or unusual incidents, within scope of training
- Clean patient rooms, equipment and instruments; report equipment problems; order and store supplies.

Medical Assistant

Socorro General Medical Group, Socorro NM

3/2011 - 9/2014

- Take vital signs, weight, height, temperature of patients. Document and update patient information and history in the electronic medical record (EMR) and report changes to physician(s).
- Collect specimens appropriately and perform some laboratory testing procedures; blood draw , Urinalysis, coagucheck INR, blood glucose monitoring, hcg urine test, rapid strep test, and DNA strep probe.
- Proficient use of EKG.
- Set up equipment and supplies and assist physician in exams, procedures, and surgeries.
- Take telephone messages, communicate information to physician via the EMR, and relay instructions/information as instructed by physician to patient. Communicate patient needs with

- other physician offices and healthcare facilities. Set up appointments and order tests.
- Handle all patient/clinic communication and documentation in a confidential manner.
- Order, restocks supplies, and maintains work areas.
- Assist with clerical duties when needed and perform other related duties as requested.

Store Manager

8/2005 - 12/2010

Sir Speedy Printing, Chandler AZ

- Meet with clients to determine needs, provide quotes and schedule projects.
- Prepare and review bids using customers parameters
- Collaborate with over 20 vendors to establish support system for client projects requiring specialty equipment and/or processes.
- Oversee customer service and production departments; maintain lines of communication between departments and all members of the team.
- Effectively manage, coordinate and schedule over 1200 client projects per year; including offset printing, advertising specialties, tradeshow materials, large format, digital printing, and variable data, mailing services and personalized URL's.
- Manage and direct production staff to establish production schedule, maintain quality, ensure budget constraints, and proactively resolve any issues.
- Manage 30-40 client projects at any given time.
- Expert in mail services processing and US Postal Services guidelines and parameters.
- Successfully reorganized production after the purchase of another printing company; reorganized production staff and equipment to maximize all capabilities.
- Keep abreast of industry trends and new technologies through corporate training; assist in implementation in the center.
- Prepare and conduct monthly staff meetings.
- Responsible for hiring, counseling and termination of all staff.