

# ELENA ARCHULETA

REGISTERED NURSE

## CONTACT

602.754.0590

E83lena@gmail.com

## EDUCATION

Bachelor of Science in Nursing

Arizona State University 2018

Associate's Degree in Nursing

Phoenix College 2017

## CERTIFICATIONS

Post-Vascular Surgery and  
Interventions

Arterial Sheath Removal

Chest Tube and Pacer Wire Removal

S/P Carotid Endarterectomy

LVAD

ACLS/BLS

## VOLUNTEER EXPERIENCE

Red Cross

Maricopa County Public Health

Valley of the Sun Untied Way

Refugee Women's Health Clinic

Homeless ID Project

## EXPERIENCE

### Registered Nurse- Progressive Care Unit

Banner University Medical Center 2018 – Present

- Provide high-quality care to patients with cardiac conditions that include pre/post cardiac catheterization, electrophysiology studies, ablation, pacemaker insertions, coronary artery bypass, aortic and mitral valve surgeries, arrhythmias, MI and heart failure.
- Monitor, analyze and interpret data on blood pressure, heart rate/rhythm, lab values and physical distress.
- Administer medications as prescribed according to client facility policy, procedures and protocols.
- Participate in a multidisciplinary team of medical professionals to assess, evaluate and diagnose patients to develop effective treatment plans under direction of physician.

### Service Coordinator

Banner University Medical Center PCU 2016 – 2018

- Performed administrative duties to support overall operating efficiency and effective flow of communication throughout the department.
- Participated in the resolution of customer problems, collected necessary data and reported to appropriate person for problem resolution.
- Processed patient admissions, recorded bed assignments in system, made face sheets and prints patient labels upon admission.
- Coordinated patient appointments for procedures and treatments required prior to timely discharge.

### Medical Case Manager

International Rescue Committee (Internship) Summer 2016

- Coordinated and tracked the medical appointments, transportation and interpretation needs for assigned clients, utilizing interdepartmental and system-wide databases.
- Assisted clients with transportation to medical appointments.
- Advocated for clients' needs at medical appointments.

### General Manager

Lux Central 2010-2015

- Created, implemented and maintained payroll system for 50+ employees to meet unique compensation needs.
- Resolved customer problems promptly by clarifying the issue, determining the underlying cause, identifying the best solution, expediting the adjustment and following up to confirm resolution.
- Elevated patron satisfaction by evaluating offerings, initiating improvements and building preferred patron relationships.
- Trained others to implement techniques aimed at creating a positive environment, resulting in a loyal customer base.