Isabel Haley Safer, PMP

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ICU Registered Nurse at HCA Healthcare

Nashville, Tennessee, United StatesHospital & Health Care

Previous positions

Training and Communications Specialist at PwC

Project Coordinator at Ray Group International

Education

Vanderbilt University, Bachelor of Arts, Communications

Summary

Registered ICU Nurse with over 5 years of experience as a strategic communications and training specialist for government clients in the project management and consulting workforce. Looking to provide experienced nursing insight into hospital-wide projects to improve nursing outcomes and pursue effective, detail-oriented operations. Provides a combination of strong strategic communications, project management, and consulting skills with current detail-oriented, critical care nursing profession.

Experience

ICU Registered Nurse

HCA Healthcare

January 2018 – Present(2 years)Centennial Medical Center

-Practicing nursing in a 32-bed Medical-Surgical ICU caring for 2-3 critically ill patients per shift by assessing patient status every 15 minutes (or more often if needed), analyzing patient vital signs with continuous monitoring, ensuring patient safety with fall precautions and proper medications, administering life-saving medications upon necessity, and working with the team of nurses as well as the leadership team of nurse practitioners, physicians, pharmacists, charge nurse, and therapists.

-Preceptor to 3 recent nursing graduates with 6-8 weeks of orientation teaching nursing basics and best practices as well as ICU specific rules, regulations, and patient safety. Preceptor to 3 skilled nurses new to the unit with 2-3 weeks of orientation coaching on unit-specific practices and policies.

-Acting as unit Safety Officer relaying hospital-wide safety goals for each quarter to the entire unit of 60 nurses, answering questions on safety practices within the unit and upcoming safety initiatives planned unit-wide and hospital-wide

-Critical Care Registered Nurse (CCRN) certification (pending January 2020)

Director of Social Media

Project Management Institute - Nashville,TN Chapter

August 2017 – Present(2 years 5 months)

-Manage the organization's social media accounts including LinkedIn, Facebook, and Twitter. Document events and update accounts appropriately.

-Current board member for Nashville PMI chapter as Director of Social Media, Project Management Professional (PMP – November 2015), Certified Associate in Project Management (CAPM). Formerly taught PwC-sponsored Project Management Professional (PMP) study course to employees.

Training and Communications Specialist

PwC

November 2012 – January 2017(4 years 2 months)Washington D.C. Metro Area

• Created change management strategies and develop stakeholder plans to refine the client’s specific approaches, activities, and channels that the client uses to effectively communicate and engage with stakeholders ultimately maximizing awareness, use, and adoption of the program to enable enterprise transformation

• Created training products including course presentations converting lessons from virtual learning to in-class learning to assist the client in need of training programs. This included 160+ page Instructor manuals, 100+ page Participant Guides, as well as the associated evaluations, pre- and post- tests

• Created communications products including tailored Strategic Communications Plan, strategic roadmaps, matrices and plans to analyze and track all work products which support the client’s mission and evolution of applicable technological advances

• Authored key deliverables including articles for the client-wide newsletter distributed to the entire branch of government which highlights new technologies and initiatives within the division

• Produced business process mappings and hierarchical website mappings for the overhaul of the client’s website and processes

• Created the paper triage process for 250+ stakeholders during total client office relocation and implement process for all stakeholders to effectively manage the federal records currently held within the client site

• Managed project communications including corresponding with clients and key stakeholders, creating presentations, collecting and applying actions and feedback from meetings, and communicating improvement of processes to all stakeholders

• Restructured client SharePoint to improve ease of access to relevant documentation

• Presided over the DC Chapter of the PwC Toastmasters Club, enhancing employee public speaking skills across the public sector. Founded DC Chapter in September 2014

• Taught lesson for the PwC-sponsored PMP (Project Management Professional) training course

Project Coordinator

Ray Group International

July 2012 – November 2012(4 months)Washington D.C. Metro Area

• Tracked online vehicles (such as GSA’s eBuy) for requests for quotes and requests for proposals. Reviewed and edited proposals for current projects.

• Provided project management support to project including organizing and facilitating meetings with clients and key stakeholders, applying actions from meetings to appropriate deliverables, and communicating the changes to stakeholders.

Public Relations Intern

Crosby-Volmer International Communications

January 2012 – May 2012(4 months)Washington D.C. Metro Area

• Conducted research and maintained media records for a Fortune 500 data and analytics company.

• Collaborated with executives to develop a strategic media relations and communications plan for a regional non-profit organization.

• Created press releases and pitched story ideas to targeted media lists for a nonprofit medical association.

• Assisted in the development of collateral and press coverage for a Capitol Hill briefing, with efforts resulting in 40-plus attendees for a panel discussion focused on mortgage legislation.

• Researched and drafted a new business proposal for a consumer product launch.

Medical Office Assistant

Vanderbilt University Medical Center

May 2010 – December 2011(1 year 7 months)Greater Nashville Area, TN

Public Relations/Marketing Intern

Nashville Lifestyles Magazine

January 2010 – May 2010(4 months)Greater Nashville Area, TN

• Assisted in the coordination of event marketing campaigns by creating invitee lists, preparing event-applicable pamphlets and materials, and following-up with magazine sponsors.

Education

Vanderbilt University

Bachelor of Arts, Communications

2008 – 2012

Vanderbilt University

Activities and Societies

Youth Encouragement Services tutor and volunteer, Model United Nations, Alpha Delta Pi - New Member Educator, Lambda Pi Eta Communications Fraternity - President, Vanderbilt Student Government - Athletics Committee

Union University

Accelerated BSN, Registered Nursing/Registered Nurse

2016 – 2017

Union University

Activities and Societies

Student Class Treasurer

Skills & Expertise

Event Planning

Training

Management Consulting

Analysis

Communication

Strategic Planning

Analytical Skills

Program Management

Customer Service

PowerPoint

Internal Communications

Process Improvement

Process Scheduler

Teaching

Teamwork

Outlook

Strategic Communications

Microsoft PowerPoint

Finance

Government

Writing

Certifications

Project Management Professional (PMP)

Project Management Institute, License

November 2015

Certified Associate in Project Management (CAPM)

Project Management Institute, License

April 2015

Organizations

Project Management Institute

February 2015 – Present

District Toastmasters Club

September 2014 – Present