**NOVA C. GUTIERREZ**

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**OBJECTIVE**

Patient-focused and compassionate professional seeking an RN position to bring solid experience in patient care that will allow making a significant difference in the lives of my patients and their family.

**EDUCATION**

Associate Degree in Nursing Triton College, River Grove IL January 2011

**SKILLS & ABILITIES**

**[Management]**

• Organized and managed policy and procedure changes in compliance with new Medicare regulation changes.

• Organized and communicated with new vendors to provide multidisciplinary care for patients.

• Managed office finances including negotiating contracts and paying bills. Also, collaboratively worked with billing department to monitor, troubleshoot and ensure timely billing.

• Developed and implemented new format for charting to be used by clinicians to show compliance and medical necessity.

**[Communication]**

• Performed ongoing communication with field staff as a clinical resource.

• Coordinated care and services with multidisciplinary home health team.

• Communicated with families to resolve issues.

• Presented quarterly clinical record review findings to board. [Leadership]

• Facilitated field staff training and in-services.

• Led team during ADR audit with a 94% passing rate.

• Certified for Oasis accuracy

**[Certifications]**

• ACLS

• BLS

**EXPERIENCE**

**PROLINK @St Bernard Hospital, Chicago IL**

Agency staffed ICU nurse 2021-2022

•Collaborated with physicians and multidisciplinary team members to promote and restore patient's health. At times assigned to Code Blue and Rapid Response team.

**Sinai Health Systems, Chicago IL**

ICU/Med Surge/Telemetry/Float Nurse 2016 to 2022

• Promote and restore patients' health by completing the nursing process; collaborating with physicians and multidisciplinary team members; providing physical and psychological support to patients, friends, and families. Trained and worked on telemetry and step down unit. Trained as charge nurse. Worked as admission nurse. Floated between Holy Cross and Mt Sinai locations including Trauma/Med Surge, Surgical Step-down, Oncology/Med Surge, Observation Unit and both Telemetry floors at the Mt Sinai location. Worked as staff ICU nurse and occasional charge nurse.

**Holy Family Villa, Palos Park IL**

Rehab/Acute Care/LTC Staff Nurse 2014 to 2020

• Provided physical and psychological support to patients and families; restore patient’s health by evaluating, treating and managing patient’s needs by helping to guide the patient’s progress and reduce the probability of return to the hospital. Proficient with post-op care including use of multiple types of drains and negative pressure wound therapy.

**ELC Home Health Care, Oak Park IL**

Field Nurse/Clinical Supervisor/Assistant Administrator 2004 to 2014

• Clinical Supervisor: Coordinated all services and serves as a case manager. Maintained documentation related to recertification for all benefit coverage for clients. ICD-9 trained. Analyzed and interpreted patient medical records within an area of medical/clinical specialty in order to determine amount and nature of billable services.

• Assistant Administrator: Managed the clinical aspect of the nursing staff and oversee the clinical policy and procedure development for the organization through a collaborative approach. Assisted the Administrator in managerial functions.

REFERENCES AVAILABLE UPON REQUEST