

Erin Moler

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(805)558-3804

I am a focused and driven individual with a passion for customer service. I am a team player with exceptional interpersonal skills, which allows me to quickly establish a rapport with customers. I am a detail oriented and thorough person, focused, and hard working who is able to trouble shoot complex problems and get the job done.

Authorized to work in the US for any employer

Work Experience

ER Nurse

MUSC - Charleston, SC

October 2020 to Present

- Safely provide patient care within the scope of practice
- Document all patient care, changes in status, and medication administration properly
- Respond to and refer incoming telephone calls (including phone triage when needed)
- Demonstrate knowledge in all care zones including but not limited to triage, rapid treatment care, carepath, pediatric ER, trauma, behavior health, adult and geriatric ER, etc.
- Coordinate and triage incoming ambulance traffic
- Manage care with primary ED attending
- Responsible for responding to critical needs as well as serve as a resource for other team members
- Demonstrate the ability to manage critical situations and make care based decisions
- Educate patients regarding their medications, procedure and treatments, providing patients and their families with support throughout their stay
- Ensure proper and accurate communication with patients, families, and co-workers

ER Nurse

COASTAL CAROLINA HOSPITAL - Hardeeville, SC

July 2019 to Present

- Safely provide patient care within the scope of practice
- Document all patient care, changes in status, and medication administration properly
- Respond to and refer incoming telephone calls (including phone triage when needed)
- Demonstrate knowledge in all care zones including but not limited to triage, rapid treatment care, carepath, pediatric ER, trauma, behavior health, adult and geriatric ER, etc.
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Server/Bartender

O'Bryon's Bar and Grill

October 2017 to July 2019

- Have a knowledge and ability to craft drink menu items
- Provide quality food, beverage, and customer service to every guest
- Ensure and help in create the ultimate experience for every guest
- Enter drinks and orders into POS system properly
- Have a thorough knowledge of all menu items and drinks
- Ensure proper and accurate communication with guest and fellow co-workers
- Work successfully with other team members

Medical Assistant/Scribe

Exer Urgent Care

January 2017 to August 2017

- Accurately and thoroughly document medical visits and procedures as they are being performed by the physician
- Have an understanding of medical terminology, anatomy and physiology, diagnostic procedures, pharmacology, and treatment assessments
- Perform venipunctures, EKG's, Vital Signs, Blood draws, and Injections
- Prep patients for examination and treatment, and assist during minor office procedures
- Prepare exam and treatment rooms (instrument preparation and sterilization, prescription refills, faxing, and filing)
- Coordinates with clinic staff to ensure a positive patient flow, waiting room, and exam room experience
- Communicates patient concerns and needs to the healthcare provider
- Provides timely responses to patient inquiries and timely completion of assigned tasks

Medical Assistant

Oak Park Pediatrics

March 2015 to December 2016

- Take vital signs, chief complaint, and history of each patient
- Administer and document immunizations
- Perform proper and safe laboratory tests and skills including, but not limited to, Urinalysis, Strep test, Flu test, throat cultures, etc.
- Assist in suturing procedures
- Prescription refills
- Fill out school forms
- Manage phone triage
- Perform phlebotomy services
- Comply with infection control, safety, and OSHA procedures and regulations
- Serve as a liaison between patients and the provider
- Maintain patient safety and confidentiality and abide by all HIPAA rules and regulations
- Responsible for opening and/or locking the office in the morning and evening

EMT

Liberty Ambulance

January 2016 to March 2016

- Operate ambulances and other company equipment safely and efficiently
- Basic life support treatment and transportation of sick and injured persons

- Observes patient, records significant conditions and treatments rendered
- Able to effectively communicate with patients, family members, medical personnel, coworkers, and the general public in verbal and written form
- Complete and maintain accurate records and documentation
- Maintain strict confidentiality and comply with all HIPAA regulations

Hostess & Server

Mediterraneo Restaurant

September 2014 to October 2015

- Provide quality food, beverage, and customer service to every guest
- Manage phones, reservations, and guest seating
- Ensure that every guest has the best experience possible
- Enter orders into POS system properly
- Have a thorough knowledge of all menu items
- Work successfully with other team members

Executive Assistant

Zachary Potts DDS Inc

June 2013 to August 2014

Zachary Potts DDS Inc. is focused on general family dentistry with a staff of eight. Responsibilities include appointment scheduling, light bookkeeping, handling corporate reservations, handle travel and event planning, payroll, opening and closing the office daily, employee insurance, as well as medical and office supply inventory and ordering.

Student Athletic Trainer

Fresno State Athletics

July 2008 to May 2013

Completed multiple rotations while working with school's athletic teams in high school, Junior College and university settings (NAIA & Division 1). Rotations varied in length, but usually coincided with the school semester or duration of each sports season. The rotations provided a comprehensive look at injury prevention and assessment, allowing for contrast and comparison of how injuries vary from sport to sport. Duties included the assessment and treatment of athletic injuries, physician referrals where necessary, as well as development, implementation and supervision of individualized rehabilitation programs. Attended games and practices to provide first aid and medical assistance if/when required.

2008 - 2013 Nordstrom - Sales Associate

- Provide the best customer service to all people who entered my department
- Maintained the stock room and sales floor for organization and cleanliness to minimize time for faster location of products upon searches by coworker
- Held accountable for researching and reaching sales quotas daily and for posting these to ledger and submitted daily
- Have a well-rounded knowledge of all products on the sales floor
- Responsible for nightly closing of department which included accounting for all money collected for the day, restocking all shelves and displays, cleanliness of showroom, and ensuring stock room was well organized and free of all clutter
- Help train and assist new employees with the department

Education

Master's in Nursing

Xavier University - Cincinnati, OH

August 2017 to May 2019

Bachelor's in Kinesiology: Athletic Training

California State University-Fresno - Fresno, CA

August 2010 to May 2013

Conejo Valled Adult Education in EMT, Medical Assistant, Phlebotomy

Skills

- Waitress
- Restaurant Server
- EMT Experience
- Anatomy Knowledge
- Physiology Knowledge
- Adult Education
- Experience Administering Injections

Certifications and Licenses

CPR Certification

EMT Certification

BLS Certification

CPR Certification