

Norma Ortiz

Registered Nurse

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Chicago, IL

312.823.3717

norma.ortiz08@yahoo.com

Skills

Strong work ethic, leadership, communication, self-management, meticulousness, adaptability

Experience

A New You Plastic Surgery / Nurse

May 2021- PRESENT, Oak Lawn/ Orland Park

Assisted physicians and anesthesiologists with procedures and reconstructive treatments. Maintained a sterile and safe surgical environment. Responsibilities included pre-operative instructions, circulator, recover patients/ PACU, assist MD in clinic

Rush Copley/Nurse

April 2020- May 2021, NAPERVILLE

Schedule surgical procedures, set up the surgical table for procedures, clean and sterilize surgical instruments, Draw up neuromodulators, perform photodynamic therapy on patients, perform laser treatments, maintain office logs, maintain as well as update accurate and legible medical records daily, medication prior authorization, provide education to patients in wound care, post-operative care, preventive skin care, and medication properties, order supplies for the office, assist MD in clinic

Elite Body Sculpture / Lead Nurse

April 2018- December 2019, Chicago

Set-up for various cosmetic procedures, facilitate pre-op, intra-op, and post-op/recovery patients, responsible for OR quality assurance as well as daily, monthly, and quarterly logs for the inventory of all surgical instrumentation, medications, and OR supplies. Train new staff members.

Education

Illinois College / Bachelors of Nursing

JANUARY 2020 - DECEMBER 2022, JACKSONVILLE

Malcolm X College/ Associate of Nursing

AUGUST 2018 - DECEMBER 2019, CHICAGO

Verve College / Licensed Practical Nurse

JANUARY 2013 - MAY 2014, CHICAGO

Certificate

Therapeutic and Esthetic Applications of Botulinum Neurotoxin and Dermal / Soft Tissue Fillers

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References

Upon request