**MEDGY MICHAELLE SERAPHIN**

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**Objective:**

Offer my skills as Registered Nurse as well as Associate Administrative Officer and enhance the productivity of your organization.

**Education:**

* **Nursing 2020-Present (Bachelor Degree)**

Grand Canyon University, Arizona

Major: Bachelor degree in Nursing

* **Nursing 2017-2019 (Associate Degree)**

Hope College of Arts and Science, Fort Lauderdale

Major: Registered Nurse

* **Behavioral Health Technician (Jan-Sept 2017)**

The Academy For Addiction Professionals, Pompano Beach

Major: Behavioral Health Technician

* + **Project Management (Associate Degree) 2013-2015**

Project Management Institute (PMI), New England

* + **Public Administration 2000 to 2005 (Bachelor Degree)**

Institut National de Gestion, d’Administration et de Hautes Études Internationales (INAGHEI), Port-au-Prince, Haïti

Major: Public Finance

**Skills and abilities:**

Clinical skills:

* Skilled to apply the nursing process: assessment, diagnosis, planning, intervention and evaluation.
* Able to work in administration, medical surgery, pediatrics and mental health facility.

Managerial skills:

* Skilled to maintain administrative staff by recruiting, selecting, orienting, and training employees; maintaining a safe and secure work environment; developing personal growth opportunities.
* Able to coach, mentor and contribute to staff development.
* Show persistence when faced with difficult problems or challenges; remain calm in stressful situations.

Communication skills:

* Able to provide communication systems by identifying needs; evaluating options; maintaining equipment; approving invoices.
* Able to identify issues, formulate opinions, make conclusions and recommendations.

Teamwork:

* Work collaboratively with colleagues to achieve organizational goals.
* Solicit input by genuinely valuing others’ ideas and expertise.

**Professional experience:**

**UT Health Texas (Tyler, Texas)**

Registered Nurse/2020 February-Present

* Shift assessment and reassessment
* Work in ICU and IMC units
* Titrate medications
* Prone patient
* Take care of intubated patients
* Patient care and safety
* Medication administration

**Lee Memorial Health Hospital (Fort Myers, Florida)**

Registered Nurse/2020 March-Present

* Shift assessment and reassessment
* Patient care and safety
* Medication administration
* ECG Monitoring/Telemetry
* Wound care
* Educate patient and family members
* Patient admission/discharge
* Document the nursing intervention
* End of shift report

**Senior Nannies Homecare (Plantation, Florida)**

Registered Nurse/March 2020-Present

* Conduct and perform health assessment according to the care plan
* Measure vital signs
* Monitor changes in behavior and health condition
* Administer medication
* Wound care
* Educate patient and family members
* Document the nursing intervention

**Integrity Health Services Homecare (Sunrise, Florida)**

Registered Nurse/March 2020-Present

* Conduct and perform health assessment according to the care plan
* Measure vital signs
* Monitor changes in behavior and health condition
* Administer medication
* Gtube feeding and aspiration precaution
* Educate patient and family members
* Document the nursing intervention

**Marlene Healthcare Training Center (Oakland Park, Florida)**

Instructor/Patient care technician and medical assistant/March 2017-Present

* Assist with clinical classes, do hands on with the student, monitor vital signs, bed making and patient monitoring for related agencies.
* Private Home Health Care

**Hair Club for Men and Women (Boca Raton, Florida)**

National Contact Center Supervisor /August 2016-Present

* Monitored employee progress, run productivity report, attended supervisors meeting and provided coaching /feedback to members of my team.

**United Nations Electoral Observation Mission in Burundi (Africa/New York)**

Associate Administrative Officer /February 2012-2016

* Assisted the Chief Mission Support (CMS) and Staff in the performance of day-to-day administrative activities.
* Managed the CMS calendar of meetings, appointments, harmonize the CMS daily activities; handle the daily CMS’s agenda and schedules appointments; receive visitors;
* Reviewed incoming mail/ documents submitted to the CMS attention; undertake follow-up actions, follow-up on deadlines;
* Ensured the safekeeping of confidential and sensitive material;
* Made administrative arrangements for the CMS, schedule travel itinerary, prepare official and administrative forms and follow-up with relevant Sections;
* Kept record of movements of CMS and issue the necessary notification of his absence from the duty station;
* Brought to the attention of the CMS any problem or discrepancies that warranted further review.

**United Nations Stabilization Mission in Haiti (MINUSTAH)**

Human Resources Officer /May 2005 to 2011

* Identified upcoming vacancies in coordination with client offices.
* Oversaw preparation of vacancy announcements, reviewed applications, and provides a short-list to substantive divisions.
* Arranged and conducted interviews to select candidates.
* Reviewed recommendation on the selection of candidate by client offices.
* Prepared job offers for successful candidates.
* Monitored and evaluated recruitment and placement related activities of client offices.
* Recommended changes or corrections related to procedures to these offices.

**Clinical Experience:**

**Nspira (Plantation, Florida)**

Clinical student /March 2018- July 2019

* Under the supervision of the clinical coordinator, monitored vital signs and blood glucose, administered medications and tube feeding.
* Prepared hand-off report (SBAR), patient profile and care plan.

**United Community Options (UCO) (Davie, Florida)**

Clinical student /May 2019- December 2019

* Under the supervision of the clinical coordinator, monitored kids and adults with developmental delays, observe for signs of improvement or exacerbation
* Participated in activities to promote appropriate age development.
* Monitored vital signs and provide comfort.
* Establish limits and provide one-to-one observation for client with behavioral disorder.
* Use therapeutic communication.
* Evaluate client’s progress and goal achievement.
* Prepared hand-off report (SBAR), patient profile and care plan.

**Special skills:**

* Speak fluently English, French, Spanish and Creole.
* Knowledge of MS Office, QuickBooks, Salesforce and administrative software.

**References:**

Available upon request.