**JESSLYN AUSTIN**

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# PROFESSIONAL SUMMARY

Newly skilled Operating Room Nurse with 1 year experience in general, nuero, and spine surgery. Eager to join the Presbyterian surgical team to provide its patients with impeccable care and attention, and support the hospital staff. Possess a Bachelors in Nursing.

# CERTIFICATIONS

Registered Nurse in the state of New Mexico,

Basic Life Support (BLS) and Advanced Cardiac Life Support (ACLS) Certification

# SKILLS

Patient Assessment Social perceptiveness

Patient care techniques: Electronic charting, vital signs

Critical Thinking

Aseptic technique

Prepping surgical site

Basic Life Support Certification Care plan development

State and federal regulatory compliance Patient rights advocacy

# EDUCATION

## Bachelors of Science Nursing: 2017

**University of New Mexico** - Albuquerque, NM

**Scholarships:** Agnes Ripple Adams memorial scholarship in Nursing, Carolyn Dooley Martinez Scholarship

**GPA:** 3.7

## Graduated cum laude

**Relevant Coursework:** Evidence-Based Practice, Concept Synthesis, Professional Nursing Concepts II, Clinical Intensive II, Clinical Intensive III, Breastfeeding, Patient Education, BSN Capstone

Pre-requisites

**New Mexico Highlands University** - Las Vegas, NM

**Dean's List:** Fall 2006

**Coursework in:** Freshman Composition 1, Philosophy 1, College Algebra

**Scholarships:** New Mexico Lottery and Viles Scholarship

**Associate of Applied Science**: Nursing, 2017

**Central New Mexico Community College** - Albuquerque, NM

## Graduated cum laude GPA 3.7

**Dean's List:** Fall, Spring, Summer 2015 and 2016

**Relevant Coursework:** Microbiology, Human Anatomy and Physiology I and II, Pathophysiology I and II, Introduction to Nursing Concepts, Principles of Nursing Practice, Health and Illness Concepts I and II, Health Care Participants, Nursing Pharmacology, Assessment and Health Promotion, Professional Nursing Concepts I and II, Care of Patients with Chronic Conditions, Clinical Intensive I

## Associates in Pre-Health Sciences- 2015

**Associates in Liberal Arts-** 2013

# WORK HISTORY

**Circulator**, 09/2019 to 08/2020

**Lovelace Hospital** – Albuquerque, New Mexico

* Prepared surgical suite according to surgery and surgeon preference.
* Collaborated with the surgical team to ensure the highest safety and surgical standards for the patient
* Initiated corrective actions upon adverse information from monitoring equipment.
* Collaborated with physicians and other health care providers to develop a care plan for the patient during surgery.
* Adhered to AORN standards of perioperative practice.
* Stock supplies, prepared operating rooms, and managed post-operative patient care.

**Server**, 09/2017 to 03/2018

**The Range Café**– Albuquerque, New Mexico

Created orders, documented special requirements and discussed needs with kitchen personnel to provide customers with desired food and minimize complaints.

Enhanced operational efficiency by using slow periods to restock employee and customer supplies, including ice, condiments, utensils, napkins, trays and delivery bags.

Delivered orders in timely manner and corrected all issues to ensure guest satisfaction.

Trained incoming staff on restaurant's practices, culture and procedures to maximize job satisfaction and productivity.

Arranged tables for customers, following established preparation procedures to provide guests with excellent experiences and foster repeat business.

Kept register accurate through correct billing, payment processing and cash management practices. Worked with POS system to place orders, manage bills and handle complimentary items for dissatisfied customers.

Collaborated with kitchen team to support order preparation, manage efficient deliveries and minimize customer service issues by verifying meals.

Up-sold high-profit items such as appetizers and mixed drinks to enhance sales numbers to >15.95 per person.

Helped customers place orders, explained menu items and suggested appropriate options for food allergy sufferers.

Memorized restaurant wine stock and appropriate entree pairings, driving daily wine sales.

Collected credit card, cash and gift certificate payments from customers and made proper change for cash transactions.

**Server**, 10/2007 to 01/2015

**IHOP** – Albuquerque, New Mexico

Worked with POS system to place orders, manage bills and handle complimentary items for dissatisfied customers.

Created orders, documented special requirements and discussed needs with kitchen personnel to provide customers with desired food and minimize complaints.

Kept register accurate through correct billing, payment processing and cash management practices. Up-sold high-profit items such as appetizers and mixed drinks to enhance sales numbers to >10.95 per guest.

Enhanced operational efficiency by using slow periods to restock employee and customer supplies, including ice, condiments, utensils, napkins, trays and delivery bags.

Collaborated with kitchen team to support order preparation, manage efficient deliveries and minimize customer service issues by verifying meals.

Maintained table settings by removing courses, replacing utensils and refilling beverages promptly and courteously.

Collected credit card, cash and gift certificate payments from customers and made proper change for cash transactions.

Arranged tables for customers, following established preparation procedures to provide guests with excellent experiences and foster repeat business.