**Shirel Toren, RN.**

20080 W Dixie Hwy, Miami, FL. 33180 (646)-829-8453

Shirel.toren@yahoo.com

**Objective:**

With over five years of experience in both medical and administrative roles, I am eager to be part of your practice and unite in your mission to enhance the well-being of the community we serve. Both my professional and volunteer experience has equipped me with skills as an excellent communicator and effective problem-solver. In addition, I am fluent in Hebrew. I function comfortably in a fast-paced environment and adapt to changes quickly. I work well with others, listening to their needs and caring for them on a personal level. I have excellent bedside manners, and a sunny attitude with over 800 hours of accumulated clinical experience.

**EDUCATION:**

**Hunter college**

**The City University of New York,** *New York, NY*

**Bachelor of Science in Nursing,** anticipated Graduation:05/2021

**Queensborough Community College**

**The City University of New York,** *Bayside, NY*

**Associate in Applied Science, Nursing** Graduated: 12/2019

**GPA:** 3.7

**LICENSURES & CERTIFICATIONS:**

**REGISTERED NURSE,** New York State Boards

**CARDIOPULMONARY RESUSCITATION,** American Red Cross, 01/2020

PROFESSIONAL EXPERIENCE

**COVID19 testing | Wise Medical Stuffing| Flushing, NY.**

**Dec 2020- Mar 2021**

* Home based COVID19 testing for pre- surgical patients
* Responsible to assess and document the results of PCR and rapid testing.
* Responsible for 20-30 patients a day.

**Medical Billing | Gary D. Menachem Podiatry | Flushing, NY**

**Mar 2016—Jan 2018**

* Greet and check-in patients, and collect personal, medical, and insurance information
* Answer the phone in a timely manner and schedule, reschedule, and verify patient appointments; schedule appointments with secondary care providers
* Collected patient co-payments and recorded payment transactions; obtained third-party payer authorization for services provided and communicated outstanding balances to insurance companies and patients
* Compliant in WebPT software to manage patient records and files; reinforce and uphold patient confidentiality as required by HIPAA and clinic.

**Medical & Administrative Assistant | Yosef Morad, MD | Flushing, NY   
 Feb 2013—Feb 2016**

* Answered phone calls, greeted clients, and scheduled and confirmed appointments
* Assisted with purchasing of safety supplies and processed client orders
* Supervised busy office servicing 20+ patient appointments daily and assisted with setting up patients in their appropriate exam rooms
* Organize office operations to provide immaculate patient service

STUDENT CLINICAL EXPERIENCE

**ELMHURST MEDICL CENTER, QUEENS, NY | MEDICAL-SURGICAL UNIT | Feb 2019- May 2019**

* Performed basic duties such as feeding and bathing, recording vital signs, measuring food & liquid intake, and detecting symptoms such as bruises, and wounds.
* Assessed patient needs, treated minor illness and injuries, and provided therapy
* Learned the function and operation of the following tools and charting system: stethoscopes, thermometers, hot and cold packs, APEX charting system.

**NYU WINTHROP HOSPITAL MINEOLA, NY** **| POST SURGICAL UNIT | Aug 2019-Dec 2019**

* Refine critical thinking, problem solving, organization and acute care skills to work effectively with critically ill patients.
* Further enhance communication and therapeutic relationships with family members.
* Read and interpret cardiac monitor and lab results

**COHEN CHILDREN’S HOSPITAL & JAMAICA HOSPITAL | MATERNAL&CHILD CARE | JAN 2020- MAR 2020**

* Effectively provided complete care for postpartum mothers and newborn infants; managed up to 2 mothers and 2 newborns.

**NORTH SHORE UNIVERSITY HOSPITAL | MEDICAL SURGICAL UNIT | AUG 2020 – OCT 2020**

* comprehensive care to patients with cardiovascular, urological, neurological, pulmonary, and other life-threatening complications.
* Evaluate patients, conduct admissions assessments to determine patient needs, and create individualized plans of care based on physical, psychosocial, and safety concerns.
* Administer medications, IV therapies, and immunizations.

VOLUNTEER WORK

* **Hospital Nursery Volunteer in Haifa, Israel** 2008-2012
* *Cuddling & care for abandoned infants*
* **Nursing Home Volunteer in Haifa, Israel 2011**-2012
* *Provided daily care and companionship to residents*

SKIILS:

* Microsoft Word, PowerPoint, Internet, E-mail, Sunrise Software, Epic Software, WebPT Software
* Bilingual: Fluent in English and Hebrew
* Highly organized able to multi-task and accomplish multiple objectives