**Claudia Elena Trujillo**

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**Profile**

*• Fast learner, highly analytical and expert in finding better ways to improve processes to achieve*

*delivery of outstanding results.*

*• Ability to communicate effectively with people of different personalities and backgrounds.*

*• Proficient in Microsoft Windows, Word, PowerPoint .*

*• Bilingual in English and Spanish*

**Education**

***Robert Morgan Educational Center***

*Graduated –High School Diploma September 2007- June 2011*

***Dade Medical College***

*Associate in Science of Nursing - Registered Nurse August 2015*

*State of New York Lic # 738822*

*State of Florida Lic #RN9470238*

**Certificates**

**BLS/ACLS/PALS**

**NIHSS**

**Experience**

Monument Health December 2020 – March 2021 (Contract)

NICU/CCU/TICU/MICU/SICU and Special COVID ICU Unit

Baptist Hospital June 2020 – Present (Contract)

NICU/MICU and Special COVID ICU unit

Mercy Hospital July 2020 - December 2020 (Contract)

NICU/CVSICU and Special COVID ICU Unit

University of Miami February 2020 – December 2020 (Per-Diem)

NICU/CCU/SICU/MICU/Special COVID ICU Unit

**Mount Sinai Medical Center**

*Registered Nurse- Neurology Intensive Care Unit /Medical Intensive Care Unit/Surgical Intensive care Unit/Cardiac Critical Care Unit - February  2018 -September 2020*

* Evaluate and monitor the patient’s progress.
* Identify sudden or subtle changes in a patient’s medical condition.
* Deliver regular updates to doctors, patients, and their family members.
* Begin treatment and monitor doses.
* If necessary, respond to a medical emergency and alert the appropriate doctors.
* Care for patient needs throughout their recovery in the ICU unit.
* Monitor Ventilators and Drains
* Create and implement effective care plans.
* Assist physicians during treatment/bedside procedures /examination of patient and processes orders.
* Appropriate and timely notification to physicians on patient condition changes
* Caring for patients who need close monitoring and frequent assessment
* Administer a significant amount of complex medications, sometimes through an intravenous line that may need to be adjusted or titrated.
* Monitor cardiac and other vital information and detect any changes, thereby enabling intervention of life-threatening or emergency situations of patients.

**South Dade Nursing and Rehabilitation Center**

*Registered Nurse- August 2017 – January 2020*

* Observing and recording patients’ behavior.Coordinating with physicians and other healthcare professionals for creating and evaluating customized care plans.
* Adhering with the protocols, norms, rules and regulations in order to maintain complete medical records.
* Maintaining hygienic and safe working environment in compliance with the healthcare procedures.
* Discussing treatment with pharmacists and physicians in the critical cases.Providing necessary guidance on health maintenance and disease prevention.
* Keeping an eye on each and every aspect of patient care that includes physical activity plus proper diet.
* Carrying out the requisite treatments and medications.

**Dial 4 Care**

*Registered Nurse August 2017- July 2018*

* Assess patient's’ condition during every visit and chart your observations.
* Perform evaluation tasks, including vital signs and medication review.
* Administer medication as prescribed by the patient’s Physician.
* Dress or redress open wounds and assess progress of healing.
* Educate patients and their families on proper home health care strategies and procedures.
* Coordinate with Occupational Therapists, Physical Therapists, Physicians and anyone else involved in the patient’s care plan.
* Make recommendations for devices or tools that might improve the patient’s quality of life.

**Comprehensive Health System**

*Administrative Assistant Medical Dept - Workforce Operations June 2016- April 2017 Job and duties description:*

●  Ability to prioritize multiple tasks in the Medical Department.

●  Schedule over 400 employees in the Medical Department.

●  Schedule training with new employees, show them their job duties and assignments.

●  Investigates and resolves clinical tasks in a timely manner to maintain optimal efficiency in the

department.

●  Complete performance reviews.

●  Notified and educated employees and providers of new policies and procedures.

●  Provided flow of information between providers, management, and staff.

●  Maintained OSHA manuals.

●  Handled employee work related incidents.

●  Maintained an organized and clean work area.

●  Performed other incidental and related duties as required and assigned.

**Clinical Care Network  Medical Office**

*Provider Relations March 2012- October 2013*

* Preparing files for meetings, by compiling specific documentation as needed.
* Preparing ,completing and following up with forms ,applications to ensure proper documentation.
* Handling highly confidential information
* Coordinating management activities ,setting up meetings, conference calls ,private events,etc.
* General administrative duties.