

Nancy Sosa

Operations Manager - Industrial Metal Enterprise, Inc

Chicago, IL 60647

sosa.nancy.m@gmail.com

+1 708 502 0880

- Recent ADN graduate seeking an opportunity to learn from and work with a high functioning team providing the highest level of care to patients in a hospital setting
- Accountable, competent, and compassionate with excellent interpersonal communication skills
- Highly organized and capable of prioritizing responsibilities efficiently
- Flexible: available days, evening, weekends and holidays

Work Experience

Staff Nurse

Chicago Aesthetic Surgery Institute - Chicago, IL

2019 to Present

Circulated operating room

Specialized in plastic cases

Operations Manager

Industrial Metal Enterprise, Inc

October 2015 to Present

- Lead member of policy, planning, and strategy team
- Instituted quality control program resulting in 20% less of rejected scrap loads
- Review budgets for cost management
- Partner with the safety manager to establish and enforce safety procedures and policies; actively participate in the safety committee and ensure action items to be resolved on time
- Ensure that all employees adhere to safety policies and regulations ensure completion of all required documentation (OSHA)

Team Lead in General Surgery and Robotics

Swedish Covenant Hospital - Chicago, IL

January 2019 to October 2021

Circulated and scrubbed for general surgery and robotic cases

Circulated gynecology, urology, podiatry, and orthopedics

Upgraded preference cards for services

Communicated with reps and hosted in-services

Office Manager

April 2012 to October 2015

- Responsible for managing the logistics of 21 direct reports
- Manage and coordinate the responsibilities of AR/AP, HR, and sales departments
- Assign and monitor day-to-day clerical functions

Executive Administrative Assistant

October 2009 to April 2012

- Draft correspondences and other official documents
- Control and approve expense reports
- Prepares check requests, purchase requisitions, and follow-up communication related to expenses to include reporting to needs to the VP and CEO

Administrative Assistant

January 2007 to October 2009

- Served as the initial contact person for the organization
- Keep reception area neat and secure
- Provide quality customer service to internal and external customers
- Assist other divisions as required

Education

Bachelor of Science in Nursing

UIC - Chicago, IL

2019 to 2020

Associate in Applied Science in Nursing

Malcom X College - Chicago, IL

May 2018

Associate in Science

Harry S. Truman College - Chicago, IL

May 2014

Skills

- Operation
- Logistics
- Hospital Experience
- EMR Systems
- Patient Care
- Medical Records

Certifications and Licenses

BLS for Healthcare Providers

October 2020

Advanced Cardiovascular Life Support (ACLS)

October 2020

Driver's License

RN