Angelika Arciszewska

Registered Nurse

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| |  |  | | --- | --- | |  | **Work History** |  |  |  |  | | --- | --- | --- | | **2016-04 - Current** |  | Operations Manager  Unlimited Wireless, Apollo Beach, Florida   * Stayed current with market trends to determine optimal pricing of goods and services and to capitalize on emerging opportunities. * Applied performance data to evaluate and improve operations, target to current business conditions and forecast needs. * Established and administered annual budget with effective controls to prevent overages, minimize burn rate and support sustainability objectives. * Used print strategies such as newspaper ads, business catalogs and marketing brochures to bring in and capture new customer business. * Set, enforced and optimized internal policies to maintain efficiency and responsiveness to demands. * Conducted target market research to scope out industry competition and identify advantageous trends. * Monitored developments in fields of industrial technology, business, finance and economic theory. |  |  |  |  | | --- | --- | --- | | **2019-01 - 2019-05** |  | Nursing Student  South Florida Baptist Hospital, Plant City, FL   * Kept optimal supply levels in treatment rooms, triage and other areas to meet typical patient loads. * Vaccinated patients to protect individuals from measles, pneumonia, influenza and other illnesses of concern. * Researched different diagnoses to become familiar with presentation and treatment protocols. * Worked alongside experienced nursing professionals to learn new procedures. * Observed patient care outcomes, including patient feedback, to facilitate ongoing quality care. * Obtained client medical history, including medication information, symptoms and allergies. * Answered call lights and supported patient comfort and safety by adjusting bed rails and equipment. * Maximized patient satisfaction by helping individuals carry out personal tasks such as dressing and walking. |  |  |  |  | | --- | --- | --- | | **2015-02 - 2016-04** |  | Medical Assistant Technician  Tampa General Hospital, Tampa, FL   * Maintained accuracy, completeness and security for medical records and health information. * Reviewed charts and flagged incomplete or inaccurate information. * Communicated effectively with staff, patients and insurance companies by email and telephone. * Used classification manuals to gain additional knowledge of disease and diagnoses processes. * Kept accurate log of all requests for medical information and records. * Performed various administrative functions, including filing paperwork, delivering mail, sorting mail, office cleaning and bookkeeping. * Devoted special emphasis to punctuality and worked to maintain outstanding attendance record, consistently arriving to work ready to start immediately. |  |  |  | | --- | --- | |  | **Education & Certifications** |  |  |  |  | | --- | --- | --- | | **2006-08 - 2010-05** |  | High School Diploma  Alonso High School - Tampa, FL |  |  |  |  | | --- | --- | --- | | **2010-08 - 2015-08** |  | Bachelor of Science: Health Sciences  University of South Florida - Tampa, FL |  |  | | --- | |  |  |  |  |  | | --- | --- | --- | | **2012-08 - 2012-12**  **2019-01 – 2020 - 12**  **2019-08 - Current** |  | Technical Diploma: Emergency Medical Technology  Hillsborough Community College - Tampa, FL  **Associate of Science: Nursing**  *Hillsborough Community College –* Plant City, FL  Bachelor of Science: Nursing  University of South Florida - Tampa, FL  **Registered Nurse, State of Florida**  **BLS Certification, American Heart Association** |  |  |  | | --- | --- | |  | **Languages** |   English    Native  Spanish    Native  Polish    Native |  | |  |  | | --- | --- | |  | **Personal Info** |   Address  Apollo Beach, FL, 33572  Phone  (813) 850-8742  E-mail  angelika@mail.usf.edu   |  |  | | --- | --- | |  | **Skills** |   Strategic planning    Excellent  Relationship building    Very Good  Coaching and mentoring    Excellent  Patient assessments    Excellent  Responding to emergencies    Excellent  EMR / EHR    Good |