

# Amanda Ellis

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*Accelerated Bachelor of Nursing (ABSN) graduate deeply committed to providing quality patient care. Extensive exposure to the health care field from working in health care administration as well as in the clinical setting. Possess exceptional interpersonal skills and ability to work with diverse patient groups.*

## EDUCATION

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### BACHELOR OF SCIENCE IN NURSING

May 2020

*Loyola University, Chicago, IL*

### BACHELOR OF SCIENCE IN BIOLOGY

December 2012

*Huston Tillotson University, Austin, TX*

## PROFESSIONAL EXPERIENCE

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### Registered Nurse, Telemetry Unit

1/2021 - Present

*Advocate Trinity Hospital*

*Chicago, IL*

- Closely monitor patients with complex cardiac issues along with other health problems such as renal disease, diabetes, COPD, electrolyte imbalances, thyroid disease and many other comorbidities.
- Provide patients with detailed follow up instructions as well as medication reviews prior to release, and confirm patients have no questions before discharge.
- Ensure patients are properly prepared for required procedures and all consents and pre-screens are completed.
- Administer IV doses to manage irregular cardiac rhythms after consulting the attending physician and monitoring the patient until they are stabilized.
- Educate patient and families regarding patient's rights, stages of disease, medications, treatment plan, procedures, and ongoing treatment plan.

### Registered Nurse, Progressive Care Unit

8/2020 – 1/2021

*West Suburban Medical Center*

*Oak Park, IL*

- Manage and implement patient care for chronic health disorders such as congestive heart failure, end stage renal disease, chronic obstructive pulmonary disorder, and respiratory failure.
- Administer specialty drip infusions, draw labs to monitor patient's response, and titrate medication appropriately according to protocol.
- Extensive experience caring for patients with tracheostomy tubes attached to mechanical ventilators, chest tubes, arterial lines, and telemetry monitoring.
- Identifies irregular telemetry readings and notifies appropriate medical team members.
- Proficient knowledge of Cerner charting system, and Pyxis Medstation.

### Patient Care Technician, Registry

1/2020 – 8/2020

*Loyola University Medical Center*

*Maywood, IL*

- Provides direct patient care at the bedside including taking and assessing vitals, patient hygiene, ambulating patients, maintenance of drains and tubes, and assisting in specimen collection.
- Assists nursing staff in the treatment and care of patients with various disease states while managing a patient load of up to 10 patients.
- Accurately documents and reports to nursing staff all pertinent patient information, and efficient with charting in the EPIC system.
- Floats between hospital departments to provide support where needed and demonstrates a willingness to learn the different policy/protocols of each unit.

**Foundation Specialist***Genentech***2/2016 – 1/2019***South San Francisco, CA*

- Collaborated with doctors' offices and patients to review program eligibility requirements and processed applications, followed up regarding missing documentation, and coordinated shipments of medications.
- Supervised a regional team of four, delegated accounts, held team meetings, and resolved any issues that required troubleshooting.
- Acted as a preceptor to new team members and trained them on compliance rules and regulations.
- Collaborated with Field Reimbursement Managers (FRM) and attended regional offsite meetings to discuss office trends and how to provide better patient coverage.

**Benefit Coordinator***Pacific Dental Services***1/2015 – 2/2016***Fair Oaks, CA*

- Established profound problem-solving skills, investigated the benefit breakdown for a patient's procedure and assisted them with resources for coverage.
- Developed strong organization skills by maintaining a packed schedule for multiple dental specialties.
- Collected all pertinent documentation and processed prior authorization in a timely manner to make sure services were paid out.

**LICENSE/ CERTIFICATIONS**

Registered Nurse, Illinois Board of Nursing, Licensing # 041497946

**expires 5/2022**

Basic Life Support, American Heart Association

**expires 9/2022**

Advanced Cardiovascular Life Support

**expires 12/2022**