

# Gracie Edwards

Tucson, AZ  
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520-870-7225

I assist physicians and patients in healthcare needs of presurgery and post surgery recovery. I am flexible and hardworking with the drive to succeed. I am skilled at managing multiple projects with ease using great time management methods. I have managed a team as the Guest Service Team Leader with great success. I have customer service skills in-person and on the telephone due to several years in retail and my positions at the hospital. I graduated from Pima Community College with my Associates in Nursing and I am eager to continue my education in nursing for my BSN. Authorized to work in the US for any employer

## Work Experience

### **Registered Nurse**

Tucson Medical Center - Tucson, AZ  
July 2017 to Present

I work on an Adult Surgical Unit . I give care to patients that enter my unit from the ER, outside hospitals, and transfers from ICU step down units. I have experience in wound care, medicine passing, Patient assessments, and PT/family interactions. I work together with several different general and vascular surgeons, hospitalists, case managers, physical therapists, dietitians and volunteers. I maintain current evidence based practices. I am a preceptor for future nursing students from various nursing schools. I receive up to date education on the quickly changing area of health care.

### **GI LAB TECH**

Northwest Medical Center - Tucson, AZ  
April 2008 to July 2017

I was under several nursing staff and doctors. I helped with patient vital signs and assist the staff in Endoscopy procedures. I helped patients with questions that may arise and stock items used for daily procedures in the GI lab. I assisted in maintaining the equipment used for Endoscopy procedures.

### **Patient Access Representative**

GI Lab Tech  
2015 to 2016

Admit patients to Urgent Care facility to receive treatment. Registration of patients, including insurance verification process, Co-payment and deductible collections, customer service, and patient advocate services.

### **Unit Secretary**

GI Lab Tech  
2009 to 2015

Manage the front desk area in a neat and organized fashion. Maintain the front desk, including greeting visitors and responding to telephone and in person requests for information. Make copies, send faxes

and handle all incoming and outgoing correspondence. Dispense incoming mail to correct recipients throughout the office. Maintain a constant line of communication between several physicians' offices for scheduling purposes and required documents needed to perform procedures. Post procedure management. Transport post procedure patients to vehicles.

### **GI LAB SCOPE TECH**

Northwest Medical Center - Tucson, AZ

April 2008 to February 2009

Scope Tech (Northwest Medical Center)

Sterilize the utensils used to perform procedures in the GI Lab. Manage logs of the chemicals used

for sterilizing machines. Order supplies for use in the scope sterilizing room. Send out scopes that

need repair. Stay current on new techniques that are implemented for the safe and efficient cleaning

processes.

### **Target Guest Service Team Leader**

Tucson, AZ

2006 to 2008

Managed all front end procedures. Delegated responsibilities to cashiers. Collected funds at the end

of shifts. Dispersed funds at opening of store. Protected store brand by continually finding ways to

motivate employees to do their best. Carried a "Lead by example" attitude. Resolved issues with

guests so they had a pleasant experience. Kept cashiers equipped with proper amounts of currency.

Sent out broken equipment.

### **Target Sales Associate**

Target - Tucson, AZ

2005 to 2006

Stocked merchandise in different areas of the store. Helped guests find needed items.

Changed signing

for all sales and new merchandise. Helped guests at checkout. Kept cashier area stocked with necessary

items to complete job. Maintained store brand.

## Education

### **RN ASN in Nursing Program**

Pima Community College - Tucson, AZ

August 2015 to May 2017

### **High School Diploma in General Studies**

Deming High School - Deming, NM

Awards

### **Employee of the Month**

2014

I was nominated by my department staff for this award.

### **MVP of the Year**

December 2014

I was chosen for this award by the administration team for Northwest Medical Center.

**Employee of the Month**

December 2013

I received this award from management staff at Ross Stores.