Linda S. San Martin

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**O B J E C T I V E**

To obtain a position as a Register Nurse that will allow me to use the skills I’ve acquired through my education and experience giving the best care and services.

**E D U C A T I O N**

Chamberlain College of Nursing, Downers Grove, IL. Graduate with a Bachelor in Nursing April 2016.

Miami Dade College Medical Campus, *Miami FL* Graduate Nurse August, 2003 – April, 2005 Obtained RN license August 2005.

\*\*Member of the Florida Nurses Association.\*\*

Gold Coast, Miami FL. Mortgage Loan Originator, Acquire MLO license of Florida 2020.

Gold Coast, Miami FL. Real Estate, Acquired a RE license of Florida 1999.

La Salle High School, Miami FL. Obtained a High School Degree.

BLS/ACLS/PALS certification current until January 2018

**W O R K H I S T O R Y**

***Prosler Corporation April 2020 – Present***

***Mortgage Loan originator***

Complete mortgage applications for submission to the loan processing and underwriting departments. Knowledge of residential mortgage process, underwriting, and closing procedures. Able to analyze financial information. Knowledge of federal lending regulations. Communicate the process with clients and banks as the loan progress towards closing. Meeting deadlines on documents to be submitted by clients, appraisal companies, title companies and work agencies.

***Jackson Memorial Hospital December 2019 – August 2020***

***Operating Room Nurse in Neurology focus***

Effectively communicate all phases of surgical procedures of assigned patients. Responsible for planning, assessing, identification of outcomes, implementation, coordination of care, teaching, health promotion and evaluation. Stocking operating rooms with sterile surgical equipment, linens, and supplies. Developing and implementing nursing care plans for surgical patients. Preparing patients for surgery. Assisting surgeons during surgical procedures. Attending to detail with knowledge of operation procedures and patient safety. Accommodate patient preferences and needs with regards to their individual beliefs, customs and practices. Communicate effectively in both oral and written forms using technology and software applications. Research ways to improve healthcare processes and improve patient outcomes.

***South Miami Hospital Baptist Health June 2018 – Sep 2019***

***Patient Care Supervisor***

Prepare and coordinate with Physicians and vendor necessary equipment and implants to perform on future surgical needs for patients. Work closely with the business office to maintain consignment inventory. Checking daily schedule to make sure nothing was missed by the surgeon’s office. Audit nursing electronic chart to monitor for implant usage. Work on the yearly employee evaluations. Keep Doctors preference cards up to date. Coordinate to purchase instrumentation to replace or needed for future uses. Coordinate with other staff members, and supervise daily surgical environment, by assisting in the areas of General, Plastics and Urology surgeries.

***Nicklaus Children’s Hospital Sep, 2015 to June 2018***

Operating Room Nurse

Prepare pediatric patients undergoing surgical intervention. Ensured all necessary equipment and instruments are readily available prior to the beginning of surgical procedure. Assist on the safety of the patient by following proper standard of care and complying with hospital policy. Assist surgeons during the procedure of operation maintaining aseptic technique and patient safety.

***Doctors Hospital Baptist Health May 2007- September 2015***

*Clinical Front Desk Coordinator* August 2014 – September 2015

Oversee 10 Operating Rooms in a busy, midsized hospital, predominately dealing with orthopedic. Ensure the OR’s run as efficiently and smoothly as possible, answering and coordinating phone call, surgeons, staff and anesthesia. Manage staff for the day-to-day operations, staff monthly schedule and program development of Operating Room. Triages patient situations and coordinates care with physician and other departments. Communicates with peers and management of safety hazards. Assists the departmental manager in patient care planning, operations and innovations. Adapts to change and demonstrates flexibility with the change process. Coordinate and supervise the overall surgical environment, assisting all other disciplines and directing clinical/administrative activity as need arises.

*Clinical Informatics* January 2010 – April 2013

Implement and maintain Centricity applications, tools, process and structures that assist clinicians with the management of data in patient care and provision of health care. Provide systems support. Complete moderately complex tasks and portions of larger clinical information system projects. Provide guidance for nursing staff regarding clinical information system. Control work-flow of staff by creating templates. Maintain and audit patient’s records.. Create reports to establish areas of interest for the surgical department, as well as, to assist other areas of the hospital such as but not limited to Infection Control Department.

*Operating Room Nurse* May, 2007 to August 2014

Prepare patients undergoing surgical intervention. Ensured all necessary equipment and instruments are readily available prior to the beginning of surgical procedure. Assist on the safety of the patient by following proper standard of care and complying with hospital policy. Assist surgeons during the procedure of operation maintaining aseptic technique and patient safety.

***Coral Gables Hospital February, 2006 to May, 2007***

Operating Room Nurse

Assist in the preparation and care of patients undergoing surgical intervention. Oversee the maintenance and sterilization of the operating rooms and equipment. Work closely with the surgical team to provide best care to patient’s needs. Anticipate needs of surgeons and surgical teams and assist in operative procedures.

***Mount Sinai Hospital August, 2005 to February, 2006***

Staff Nurse, Telemetry

Assess and evaluate patient condition. Carry out prescribed medical treatments/procedures, initiate catheters/IV. Maintained patient charts and respond to medical emergency. Work closely with physicians and other healthcare staff to ensure optimal patient care.

**O T H E R S K I L L S**

Languages: English and Spanish.

Software applications: Word, Excel, Quicken, Power Point,

Operating systems: Cerner, GE Centricity, Business objects (Crystal Reports), Internet Explorer, Nestcape Navigator/Communicator, Internet/Intranet.

Other: Sales, knowledge of conventional and/or government lending guidelines,

Knowledge of residential mortgage processing, underwriting, and closing procedures.

Demonstrated organizational skills.

Demonstrated teamwork and customer service skills.

***References are available upon request.***