**OBJECTIVE:** Seeking a Registered Nurse position in a healthcare environment that would utilize my education, training, and experience to provide care and compassion to patients in need.

**CREDENTIALS:**

New York State Registered Professional Nurse

American Heart Association Basic Life Support (BLS), Certified

**EXPERIENCE:**

**2018 – 2019 Aftercare Clinical Assistant,** CityMD Urgent Care, **Uniondale, NY 11556**

* Responsible for answering a high volume of incoming phone calls, emailing online inquiries, confirming appointments as well as making outgoing calls for patient retention purposes
* Work alongside clinicians and use multiple systems, including our electronic medical documentation system to provide medical information and patient support/follow up after the clinical visit
* Print lab results and identify patient allergies and current medications, send patient requested medical reports via email, and obtain and attach patient clinical documents to a patients’ charts

**2016 – 2017 Administrative Support Associate VI,** Albany Medical Center Hospital, **Albany, NY 12203**

* Worked in collaboration with clinical initiatives to improve patient care throughout the Emergency Department Triage, Operation Room Scheduling, and Birthplace registration
* Monitored correct patient bookings and placements using hospital systems
* Inputted patient and account data from source documents timely and accurately
* Verified all insurance policies, obtained pre-certification/authorization, and collected patient copays
* Secured all signatures necessary for patient treatment, release of medical information, assignment of insurance benefits, and payment of services from legally responsible parties

**2015 – 2018 Social Media Strategist,** Major Buzz, **Albany, NY 12222**

* Co-founded mobile application company with four other students
* Developed marketing strategies for the organization and led campus outreach

**2015 – 2016 Student Staff,** Campus Center Connections, **Albany, NY 12222**

* Provided general customer service, lost and found, recreational opportunities, and event support as a part of the university central information desk
* Assisted student organizations in executing safe and successful large-scale events with a max capacity of up to 4,500 people
* Partnered with University Police, Five Quad, Student Involvement, Registrar’s Office, and Facilities Management to provide services and support for events
* Guided university departments and student organizations in event planning processes, such as risk management procedures, audio and visual needs

**CLINICAL EXPERIENCE:**

June 2019 – April 2021 *Student Nurse*

**Ozanam Hall Nursing Home of Queens, Lincoln Hospital, Four Seasons Nursing and Rehabilitation Center**

*Rotations Included:* Medical/Surgical, Pediatric Unit, Ventilation Unit, Gerontology, Cardiac Telemetry, Physical and Occupational Therapy

**EDUCATION:**

**In Progress Chamberlain College of Nursing**

Bachelor of Science, Nursing

**April 2021** **Saint Paul’s School of Nursing**

Associate of Science, Nursing

**May 2016 State University of New York (SUNY) Albany**

Bachelor of Science in Human Biology

**SKILLS:** Proficient in Microsoft Power Point, Microsoft Word, MS Office, Microsoft Excel, etc.

Excellent communication skills, both written and verbal

**REFERENCES:** To be provided upon request