Rachel E Hitt

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**EDUCATION, ACCOLADES & LICENSURE:**

University of Illinois Chicago – Chicago, Illinois

Bachelor of Science in Nursing May 2019

* Summa Cum Laude
* Highest Academic Standing Award recipient

Elgin Community College – Elgin, Illinois

Associate of Applied Science in Registered Nursing December 2017

* Phi Theta Kappa International Honor Society
* Graduation commencement student speaker

Associate of Arts December 2015

Associate of Applied Science in Human Services May 2014

Licensed Registered Nurse March 2018

**EXPERIENCE:**

**Operating Room Staff Nurse/Unit Magnet Representative: Glenbrook Hospital, April 2018-present**

* Trained to circulate and scrub in variety of surgeries and services such as general, urology, daVinci robotics, orthopaedics, podiatry, ENT, ophthalmology, and endoscopic cases.
* Promote a team environment by building rapport with surgeons, anesthesiologists, perioperative clinical staff, ancillary staff, and other departments to ensure patient safety and comfort, as well as efficiency and quality care. This includes travel to other locations within the hospital system.
* Manage and prioritize urgent, emergent, and trauma cases that occur during scheduled hours and on-call shifts. Remain flexible for changes in scheduling needs and assignments.
* Learn surgeon preferences and procedures to proactively prepare and assist for each case. Also use critical thinking for variations and unique circumstances. Take on and learn difficult cases to keep skill set versatile and exemplary. Function at multiple hospital sites within the organization.
* Follow proper policies, guidelines, and EPIC charting to achieve the highest quality of care.
* Practice safe, adjusted care for Covid+ surgical patients and cross-trained to do respiratory therapy and infection control triage during the peak of the pandemic for the hospital system.

**Supervisor: Associated Bank, March 2010-September 2015**

* Managed day-to-day operations to keep branch within guidelines of proper policy and government regulations as reviewed biannually. Acted as the office security coordinator to ensure bank staff follow security measures daily and in emergency situations.
* Handled teller-line activities, customer issues, team motivation, and client relationship-building. This included a range of reports to be completed regarding sales, operational and customer experience goals which resulted in attainment of a Service Excellence Award for the branch and quarterly customer service recognition.
* Created schedules, ordered supplies, approved timecards and interviewed potential new hires.
* Demonstrated exemplary leadership qualities with a wide range of understanding pertaining to sales goals, operation standards and team development on a continuous basis throughout branch challenges including turnover and absence of a branch manager.
* Facilitated training curriculum to new hires and existing colleagues.
* Coordinated with the regional Retail Operations Manager via phone conference, online meetings and face-to-face on developing and presenting material regarding operational soundness at quarterly supervisor meetings, which was then used company-wide.

**CADC/MISA Counselor Intern: Elgin Mental Health Center, May 2013-May 2014**

* Developed group topics and facilitated group therapy sessions for mentally ill substance abuse patients found Not Guilty by Reason of Insanity with 5-25 patients per group.
* Interviewed patients after adverse incidents to develop relapse prevention plans.
* Conducted psychosocial evaluations along with Social Workers upon and after intake.