

Erminia Velarde

Trinidad, CO

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Work Experience

LPN

Pueblo Regional Center - Pueblo West, CO

June 2021 to September 2021

current contract)

- Medication Administration and treatments. Heavy psych med monitoring. Wound care as needed for ulcers and injuries
- Assessments- excellent organizational, time management, and communication skills; essential for daily care planning with key team members; CDHS case managers, guardians, nursing dept, physicians, pharmacy, and home staff
- Patient transport and home staff support as needed; Safety Care Certified per State of Colorado Protocol
- EMR-daily charting, nursing report, bowel movement monitoring, vitals, GER/behavioral assessments & documentation
- COVID-19 weekly and rapid results specimen collection and QC, other specimen collection and delivery as needed

LPN

Rocky Mountain PACE (wsi healthcare staffing) - Colorado Springs, CO

February 2021 to May 2021

- Medication Administration and treatments. Daily prescription admin such as insulin or other injections needed. Wound Care for pressure ulcers, traumatic injuries, venous stasis ulcers, etc.
- Proficient in electronic medical records- all electronic charting daily after each home health visit
- Excellent organizational, time management, and communication skills; participates in the communication of the ppt condition to the home health coordinator and the interdisciplinary team.

LPN

Springer Correctional Center - Springer, NM

November 2020 to January 2021

- Administration of treatments and medications to the inmate population- prescription medications daily
- Providing emergency care and treatment- assist physicians as needed

LPN

Trinidad Inn Nursing Home - Trinidad, CO

August 2020 to October 2020

- Medication Pass including narcotics, injections, insulin administration, etc
- Oversee and signoff on other floors for medical assistant's Med Pass
- Obtain Vitals signs and patient history
- Wound care, blood glucose testing, blood draws, etc
- Incident reports, electronic charting, daily report to supervisors and other team members

COSI Grant Specialist/Admissions Assistant

TRINIDAD STATE JUNIOR COLLEGE - Trinidad, CO

November 2019 to August 2020

- Case Management for COSI Grant recipients
- Assisting pre-collegiate and post-secondary students with resources needed to be successful during the semester
- Host seminars for financial aid and other needed information from the TSJC for new and current students
- Give general information to students, parents, guardians re: college applications, scholarships, and grants

Data Analyst/IT Tech Support

TIMBER CREEK ENERGY LLC - Trinidad, CO

July 2018 to June 2019

reduction in force- company layoff)

- Handling day-to-day administrative and accounting duties for management
- AR/AP and inventory
- Greeting visitors and vendors in a friendly and professional manner daily
- Maintaining lines of communication between all staff and employees including Corporate Office in Denver
- IT/HR Support for employees including company phone, laptop, tablet, desktop, timecards, payroll, PTO, etc

Pharmacy Technician

SAFEWAY PHARMACY - Trinidad, CO

January 2018 to July 2018

part-time 20hrs/wk)

- Retrieves, pours, counts, labels, and reconstitutes prescription medications
- Access, input, and retrieve information on pharmacy computer system in order to maintain accurate records and create labels for prescriptions, which includes typing dosage instructions, name of drug, and quantity as required by abbreviated or symbolized information written on physicians' orders
- Receives refill requests from patients and obtains authorization for refills from physicians' offices
- Prepares third party insurance claims
- Orders, receives, stocks prescription drugs and supplies
- Counts stock and enters data into computer to maintain inventory records for pharmacy
- Performs electronic transactions using cash register in processing payments for store products, including those for our pharmacy and wellness services
- Maintain cleanliness of the pharmacy areas of the store, including restroom, throughout the day
- Follows proper pharmacy and general safety and security procedures and processes
- Other duties as assigned concurrent with all applicable laws and regulations

Membership Engagement Specialist

ALBUQUERQUE HISPANO CHAMBER OF COMMERCE - Albuquerque, NM

October 2015 to September 2017

Exceptional client service, establishing/maintaining client relationships

- Networking guru
- managing own book of business of 400+ members
- event coordination/attendance
- marketing/branding/promoting members & events

- retention/sales, payment/collection
- public representation of AHCC
- community engagement, committee participation especially with *Spanish-speaking ONLY* members/participants

Clinical Lab Assistant II

TRICORE REFERENCE LABORATORIES AT UNMH - Albuquerque, NM
July 2013 to September 2015

Excellent phlebotomy skills including difficult blood draws/newborn heel sticks

- Other collection procedures for analysis
- Ordering tests
- specimen processing, registration, material handling

Medical Assistant

OMNISLEEP MEDICINE CENTER - Albuquerque, NM
April 2013 to June 2013

Greet patients, vitals

- EMR(MacPractice), data entry
- intake, room patients, ins verification
- Scanning/Attaching IDs, insurance cards, Documents
- scheduling
- clean/stock rooms copays/payments

Medical Assistant

CLINICA DEL VALLE - Albuquerque, NM
December 2012 to January 2013

Greet patients, vitals, obtain history

- UAs, lab reqs

Education

Associate Degree of Applied Science and General Studies in Applied Science and General Studies

Trinidad State Junior College - Trinidad, CO
August 2019 to Present

Certificate in Entrepreneurship

Central New Mexico Community College - Albuquerque, NM
August 2016 to Present

Associate Degree in Occupational Studies in Medical Specialties

College America - Denver, CO
November 2002 to April 2004

Skills

- Bilingual/Biliterate in Spanish and English

- Computer Proficiency in Microsoft Suite: Word/Excel/Outlook/PowerPoint
- Able to type 55wpm, 10key
- Fast learner who is able to navigate thru various (EMR) software programs such as Epic, Centrix, Medisoft CIVIC LEADERSHIP AND CERTIFICATIONS
- Medical Marijuana Support Badge CO Marijuana Enforcement Division License# M74024 January 2018
- AHCC Staff Liaison: Health and Wellness Committee, Small Business Committee, Spanish Speaking Business Committee, Veterans Committee (2015-2017)
- The Dale Carnegie Course Skills for Success Certificate of Achievement, July 2017
- National Career Readiness Certificate: Registered by ACT(wordkeys) The State of New Mexico SILVER
- New Mexico Works Civil Rights & American with Disabilities Act Training Course Sept 2015
- Denver
- CO 9News Health Fair-Phlebotomy VOLUNTEER April '03
- '04
- '05
- '06
- '07
- '09
- '10
- '11
- '12

Languages

- Spanish - Fluent

Certifications and Licenses

LPN

LPN

Assessments

Customer service — Proficient

January 2019

Measures a candidate's skill in evaluating approaches to customer service & satisfaction.

Full results: [Proficient](#)

Electronic health records: Best practices — Proficient

January 2021

Knowledge of EHR data, associated privacy regulations, and best practices for EHR use

Full results: [Proficient](#)

Patient-focused care — Proficient

January 2021

Addressing concerns and using sensitivity when responding to needs and feelings of patients

Full results: [Proficient](#)

Customer focus & orientation — Proficient

September 2019

Responding to customer situations with sensitivity.

Full results: [Proficient](#)

Social media — Highly Proficient

August 2019

Measures a candidate's ability to create content, communicate online, and build a brand's reputation.

Full results: [Highly Proficient](#)

Medical terminology — Proficient

July 2019

Understanding and using medical terminology

Full results: [Proficient](#)

Delivery driver — Proficient

May 2019

Interpreting instructions, reading maps, and solving problems.

Full results: [Proficient](#)

Work style: Reliability — Highly Proficient

July 2020

Tendency to be dependable and come to work

Full results: [Highly Proficient](#)

Retail customer service — Familiar

June 2019

Measures a candidate's ability to comprehend and respond appropriately to retail customer needs.

Full results: [Familiar](#)

Sales skills — Proficient

July 2019

Using influence and negotiation techniques to engage with and persuade customers.

Full results: [Proficient](#)

Administrative assistant/receptionist — Highly Proficient

July 2019

Using basic scheduling, attention to detail, and organizational skills in an office setting.

Full results: [Highly Proficient](#)

Clinical judgment — Highly Proficient

January 2021

Assessing a patient's condition and implementing the appropriate medical intervention
Full results: [Highly Proficient](#)

Indeed Assessments provides skills tests that are not indicative of a license or certification, or continued development in any professional field.