**Erin Arndt, RN, BSN**

**Registered Nurse**

Wellington, CO 80549 erinarndtrn1@gmail.com - 970.581.4297

I am a highly motivated, self-learner and self-starting individual, seeking a nursing position, with a dynamic organization, all the while building upon my skills as a nurse and nurse leader. Seeking a position with a company that offers professional development with room to move up in the company and a stable environment.

Summary of Qualifications: I am extremely organized, great at multitasking, have impeccable communication skills and am looking for an organization that will assist me in developing those skills. My background and experience as a Registered Nurse, lends me the ability to think critically and outside the box, as well as the capability to utilize my problem-solving skills. I always dedicate myself to the organization I work for and am not afraid to ask questions or admit when I am wrong. I have the ability to identify when I need outside help and have no problem seeking out resources to get the answers to my questions.

WORK EXPERIENCE:

**Registered Nurse - Acute Care Wing**

Rehab and Nursing Center of the Rockies

November 2019 - Current

As a staff RN I administer medications and treatments to long term care residents as well as rehab patients on out Medicare wing. I work on the COVID unit when our facility has an active outbreak and the quarantine unit to keep COVID out of our facility. I implement the POC through coordination, delegation and supervision of the healthcare team. I utilize my vast experience and skills to assess data and the patient and make judgement calls to care for the acute patient and long term patient all the while keeping the POC and common goals in mind.

**Clinical Nurse Manager**

Northern Colorado Pain Management

December 2016 - November 2019

In charge of all procedure room and clinic daily operations. I manage a team of 11 total employees, including 4 Physician Assistants (PA), 5 Medical Assistants (MA) and 2 Front Office Specialists. I do inventory ordering, daily scheduling, keeping a calendar and making appointments for the PAs and MD of the clinic. I organize appointments for patients as well as Pharmaceutical and Medical Equipment Representatives. I also meet with these representatives to determine if their products would be potentials for our clinicians to prescribe or use. I delegate and motivate on a daily basis. We work with Mac OS in our clinic but have mostly PC background. I currently use Microsoft Office for letters and spreadsheets. I step in when staff is out sick or we are just short staffed. I work the PACU and procedure room as well as pre-op where I start all peripheral IVs prior to procedure. I explain procedures to patients and prep them for procedures.

**Registered Nurse**

Axis Point Health – March 2014 to January 2016

Tele-health Triage RN – Work at home

Processed incoming phone calls from patients while utilizing algorithms and triage process to give recommendation as to appropriate level of care. Used nursing knowledge to assess and identify emergency situations. Using evidence based general medical information, answered medication, and general health and medical questions.

**Registered Nurse**

Medical Center of the Rockies Progressive Care Unit and Cardiac ICU

 June 2010 to January 2014

Loveland, CO

Acting Charge Nurse for the majority of my shifts on the Progressive Care Unit. Leader to staff nurses as well as ancillary staff members. Performed daily duties that involved patient care delivery while utilizing best practices. Experienced with Epic, electronic health system, Microsoft Excel, Word and Power Point. Volunteered on monthly participation in the hospital’s Pressure Ulcer Study Committee and acting member of the Employee Advisory Group.

**Unit Assistant II**

Poudre Valley Hospital - January 2007 to January 2010

Fort Collins, CO

Provided physical and clerical support to 28 bed, fast paced acute care unit. Excellent teamwork and communication skills. Train and orient new aides to the unit. Portrayed leadership skills to the unit's aid staff.

EDUCATION

**Masters of Business Administration in Healthcare Management (Graduate July 2021)**

Western Governor’s University – Salt Lake City, UT 2014

**Bachelors of Science Degree Nursing**

Western Governor's University - Salt Lake City, UT 2014

**Associates Degree Nursing**

Front Range Community College May 2010