

KAT ATIENZA

Student Success Advisor - Trident University International

Buena Park, CA 90620

kat.atienza@outlook.com

+1 714 496 7120

#readytowork

Authorized to work in the US for any employer

Work Experience

Student Nurse / Clinical Rotations

Chapman Global Medical Center - Orange, CA

May 2021 to September 2021

Intensive Care Unit/Medical-Surgical

- Administered medications, performed client assessment and care, wound care, g-tube care, foley insertions under the supervision of an RN
- Hung primary and secondary IV, performed IV insertion and IV push
- Assisted with monitoring vital signs and repositioning clients every 2 hours.
- Demonstrated leadership skills by assisting and encouraging team to identify issues, formulate plans, and initiate resolution strategies
- Assisting with procedures, creating, and maintaining medical records, and documenting
- Monitored client condition, including interpreting, and tracking EKG readings and identifying irregular telemetry readings.

COVID-19 Vaccine Administration

- Administered COVID-19 Vaccine utilizing proper PPE and precautions under supervision of an RN

Student Nurse / Clinical Rotations

Health Bridge Pediatric Hospital - Orange, CA

June 2021 to July 2021

Pediatric Sub-Acute

- Administered medications, performed client assessment and care, wound care and maintenance, g-tube care and feedings under the supervision of an RN
- Performed tracheostomy care and suctioning under supervision of RN
- Researched client's file and learned history to provide appropriate care throughout shift
- Facilitated therapeutic communication to each client and maintained calm environment
- Delivered outstanding care to patients with various diagnoses and managed care from treatment initiated through to completion
- Administered medications and treatment to clients and monitored responses while working with the healthcare team

Student Nurse / Clinical Rotations

South Coast Global Medical Center - Santa Ana, CA

March 2021 to June 2021

Medical-Surgical

- Administered medications, performed client assessment and care, wound care, g-tube care, foley insertions under the supervision of an RN
- Organized and administered medications to clients
- Demonstrated leadership skills by assisting and encouraging team to identify issues, formulate plans, and initiate resolution strategies

OBGYN

- Administered medications, performed Non-Stress Test monitoring, client assessment and care on both mother and newborn

Student Success Advisor

Trident University International - Cypress, CA

November 2015 to March 2020

Student Success Advisor with 3+ years in student support and 10+ years in customer service and conflict resolution.

Key Skills

- Database Management
- Appointment Scheduling and Maintaining Calendar
- New Employee Training and Mentoring
- Microsoft Office Suite
- Conflict Resolution and Problem Solving
- Organized and Meticulous
- 85 WPM
- Excellent Time Management and Multitasking Skills
- Rapport Building

Job Duties

- Main point of contact for students and incoming calls to university.
- Interacts daily with students on an assigned caseload, via phone and e-mail, to address student questions.
- Coaches and advises as the student need warrants, and to re-engage lagging students. Build strong relationships of trust and accountability with assigned student caseload.
- Evaluates student problems and jointly develop actionable solutions to best serve the student.
- Closely Monitors student progress to proactively identify and address at-risk scenarios.
- Contribute to inter-departmental operations and support other functional areas.

Production Coordinator

Alco Printing & Packaging - Buena Park, CA

July 2015 to November 2015

- Answer phones, receive and confirm custom orders over the phone and via e-mail.
- Quote, invoice, and process custom orders.

- Confirm product production schedules are met and shipments to customers are completed/delivered on time.

Sales Associate

Lincoln Video - Buena Park, CA
October 2010 to November 2015

- Promote video sales, stocking shelves, track inventory and cash handling.

Sales Associate/Shipping and Receiving

Attic2zoo, Inc - Buena Park, CA
August 2014 to July 2015

- Receive and unload incoming shipments and compare information on packing slip with purchase order.

Attractions Cast Member

Disneyland California Adventures - Anaheim, CA
April 2012 to August 2014

- Ride Operator - safety on and off the attraction.
- Guide guests to safe zones during parades, shows, and special events.

Education

Associate in Science (AS) in Nursing

CNI College - Santa Ana, CA
March 2020 to October 2021

Master's in EDUCATION - EDUCATIONAL LEADERSHIP AND ADMINISTRATION

Trident University International - Cypress, CA
May 2016 to January 2018

Bachelor's in HEALTH SCIENCES - PUBLIC HEALTH - HEALTH EDUCATION

Trident University International - Cypress, CA
August 2013 to April 2016

High school or equivalent in HS DIPLOMA

John F Kennedy High School - La Palma, CA
August 2004 to June 2008

Nursing Licenses

RN

Expires: December 2023

State: CA

Skills

- Microsoft Office Suite (10+ years)

- Typing 85 WPM (4 years)
- Conflict Resolution (7 years)
- Data Entry (9 years)
- Appointment Scheduling (3 years)
- Training & Development (9 years)
- Excel (4 years)
- Word Processing (10+ years)
- Teaching
- Research
- Academic Advising
- Recruiting
- Vital Signs
- Nursing
- Hospital Experience
- Communication Skills
- Client assessment and care
- Experience administering injections (1 year)
- Vital signs (1 year)
- wound care (Less than 1 year)
- splinting and bandaging (Less than 1 year)
- Tube feeding and care (Less than 1 year)
- Airway management (1 year)
- pharmacology
- first aid/CPR
- tracheotomy care (Less than 1 year)
- Patient observation (1 year)
- medical-surgical

Links

<http://linkedin.com/in/kat-atiENZA>

Certifications and Licenses

Compliance Corner - FERPA Training

Present

Time Management for Employees

Present

BLS Certification

CPR Certification