

# Olivia Cortes

Marshalltown, IA

-Email me on Indeed: <http://www.indeed.com/r/Olivia-Cortes/6c9f0745f5c649e3>

Organized and motivated employee eager to apply time management and organizational skills in various environments.

Seeking entry-level opportunities to expand skills while facilitating company growth.

## Work Experience

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### **LPN**

Care Initiatives Mobile - Marshalltown, IA

February 2022 to Present

Collected and documented vital signs to track current patient conditions.

Monitored patient's respiration activity, blood pressure and blood glucose levels in response to medical administration.

Communicated concerns regarding patients' status, care and environment to nursing supervisors, clinical care supervisors and case managers.

Followed rehabilitation and treatment care plans to accelerate patient recovery, minimize pain and optimize patient outcomes.

Examined and treated patient lacerations, contusions and physical symptoms and referred patients to other medical professionals when necessary.

Charted changes in patient conditions and discussed concerns with supervising healthcare provider.

### **LPN**

Westbrook Acres - Gladbrook, IA

April 2021 to December 2021

Administered high consequence medications with exacting accuracy, monitoring patients for side effects and supporting patient comfort and comprehensive recovery.

Analyzed charts and utilized data to recommend proper treatment courses to physicians.

Directed medication administration and oversaw patient care.

Addressed patient care needs, collected vitals, dressed wounds and managed catheters.

Followed doctor and nurse instructions for medication management and charting of vital signs.

### **CNA**

Southridge Specialty Care - Marshalltown, IA

June 2018 to November 2020

Assisted patients with shaving, bathing and oral hygiene to promote healthy habits and overall wellness.

Facilitated activities of daily living, personal hygiene management, feeding and ambulation.

Exhibited compassionate care and communication regarding issues surrounding death and dying.

Managed and maintained patient rooms, shared-living areas and nursing stations.

Rendered hands-on nursing care under direct RN supervision, adhering to medical center policies and procedures.

Maintained accurate, timely flow of information by completing thorough patient records and updating healthcare team on patient status.

Fostered relationships with patients, caregivers and healthcare teams to achieve individual care plan targets.

Used mobility devices to transport patients.

### **Shift Leader**

Dairy Queen Restaurant - Marshalltown, IA

September 2012 to May 2018

Delegated tasks to employees and monitored activities and task completion.

Supervised and led employees to maintain productivity and customer service levels.

Upheld company standards and compliance requirements for operations.

Positioned skilled staff in key areas throughout shift to optimize department productivity.

Assisted general manager with operations game plan and company initiatives implementation.

Coached team members to increase productivity and reduce workplace accidents.

Planned and managed resources to consistently meet production, quality and cost goals.

### **Quality Control Inspector**

Jeld-Wen Windows - Grinnell, IA

December 2014 to June 2015

Assessed materials, parts and products for conformance with quality control requirements and production specifications.

Trained newly hired employees by explaining company procedures, job duties and performance expectations.

Completed non-destructive tests and conducted continuous inspections.

Used specialized tools to take precise measurements of various aspects of samples.

Documented nonconformities immediately and recommended techniques for prompt resolution.

Notified supervisors about production problems and helped identify and correct concerns.

Documented, filed and maintained proper inspection records and quality assurance documents.

Completed thorough inspections of finished products in compliance with established protocols and compared results against production specifications.

## Education

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### **LPN**

Iowa Valley Community College - Marshalltown Community College - Marshalltown, IA

June 2020

## Skills

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- Patient monitoring
- Shift management
- Non-destructive testing
- Medication administration
- Care plans
- Supervising experience
- Customer service

- Vital signs
- Quality control
- Organizational skills
- Production management
- ADLs
- Quality assurance
- Quality inspection
- Medical records
- Time management

## Certifications and Licenses

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**drivers license**

**LPN**

**CNA**