**Michelle Rutkowski**

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**Summary**

Highly motivated nurse looking for the opportunity to further my career in the healthcare industry. Dedicated to the high standards expected within this industry and the mission we have undertaken to help people in a time of need.

**Education**

**Lewis University, Romeoville, IL** December, 2019

*Bachelor of Science in Nursing*

**Illinois State University, Normal, IL** May 2015 *Bachelor of Science*

*Major: Biological Sciences*

**Work Experience**

**Northwestern Memorial Hospital,** Chicago, IL April 2020 – Current

*Registered Nurse – Medical Observation Unit/Emergency Department Observation Unit*

* Provide care for patients in a 21-bed unit with a variety of diagnoses with the collaboration of the health care team, patients’, and family by assessing, educating, implementing and observing patients during their stay in the hospital.
* Organize shift to allow for better time management as well as ensuring efficient patient care in between patient procedures, while adapting to possible changes in the patients’ plan of care.
* Appropriately delegate tasks to Certified Nursing Assistants to help aid in patient care as well as maintain patient safety, comfort and satisfaction.

**Little Company of Mary Hospital,** Evergreen Park, IL June 2019- March 2020

*Emergency Room Technician*

* Collaborate with the medical team in the emergency room to provide efficient, effective and timely care for a patient in need of urgent medical attention.
* Perform phlebotomy, ECG testing, and splinting for patients per physician orders with proper technique to ensure quality care.
* Provide compassion for patients as well as patient’s family members while undergoing medical testing during their duration of stay in the emergency room.

**ITxM,** Orland Park, IL

*Medical Assistant* July 2017- January 2019

* Work with oncology patients to answer all questions they have about hemapheresis procedures and prepare them for their upcoming appointments.
* Organize clinic by ordering supplies needed for procedures, organizing patient calendar and preparing clinic the day before for procedures the following day.
* Perform hemapheresis procedures with the observation of a registered nurse, monitoring patients during procedures as well as completing procedures and making sure the patient is stable before leaving.

**Adventist Bolingbrook Hospital,** Bolingbrook, IL January 2016- July 2017

*Phlebotomist*

* Administer venipuncture and specimen collection for medical testing.
* Follow and enforce safety and sanitary precautions to ensure proper collection and accurate test results.

**Certifications & Skills**

Registered Nurse – IL

Cardiopulmonary resuscitation certified - American Heart Association

Emergency medical technician – Basic Illinois state certified