**Caitlyn Clites**

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**OBJECTIVE**

I am responsible and dedicated person seeking a position as a Registered Nurse in which I am able to utilize critical thinking, interpersonal communication, and well-developed nursing skills in order to help support the organization I work. Followed by continuing my education with a bachelor’s degree in nursing and learning to grow within the organization.

S**KILLS**

* American Heart Association CPR Certified
* Outstanding skills in communicating with peers and clients warmly
* Top planning and exceptional organization skills
* Good empathetic and listening skills
* Self-motivated with excellent time management and multiple task/project coordination skills
* Strong work ethic and professional attitude emphasizing reliability, integrity, teamwork, and the willingness to work as necessary to get the job done.
* Successfully completed clinical placements in acute care settings at hospitals in the Southern Maryland area, with focus on medical-surgical units, as well as mental health, ICU, operating room, OB, pediatrics and emergency settings.

**EDUCATION**

**College of Southern Maryland,** La Plata, MD August 2014 – May 2018

Degree and field of study: Nursing (ADN), graduated in May 2018

Graduating with an expected 3.33 GPA

**WORK HISTORY**

***Calvert Memorial Hospital*** (Diagnostic Imaging Tech) September 2015- Dec 2018

100 Hospital Road Prince Frederick, MD 20678

* Responsible for administrative clinical skills to include front desk operations coverage as needed to include phone answering, appointment scheduling, check-in and check-out.
* Takes patient vitals (height, weight, temperature, & blood pressure).
* Responsible for organizing patient medical records and charting information
* Responsible for reporting to radiologist about patient physical concerns and utilizing patient charts or electronic health record for documentation of patient status and visit.
* Prepares, cleans, and stocks medical supplies in examination rooms on a daily basis for patient visits.
* Monitors and prepares the list of medical supplies as needed to maintain inventory at assigned location and is responsible for stocking exam rooms daily or weekly as assigned.
* Responsible for cleaning and maintenance of instruments and autoclave on a daily basis maintaining records and logs in accordance with policy in addition to disposing of contaminated materials.
* Responsible for record/supply preparation, chart preparation in advance of date of service, and set-up for all clinical visits.

***Comfort Keepers*** (Internal Care Coordinator/ Hiring Manager) February 2019- February 2021

10351 Southern Maryland Blvd #201, Dunkirk, MD 20754

* Prepare marketing plans and maintain target lists and prioritize accounts based on marketing plans and results.
* Develop a network of referral sources by calling on physicians, hospitals, skilled nursing facilities, discharge planners, and case managers within an assigned territory, as well as other non-healthcare referral sources such as attorneys and wealth advisors.
* Receives, responds to, and manages new client prospects, including web-based leads, and maintains a plan for consistent contact to capture potential clients.
* Assists the RN Supervisor in determining the type and duration of services for new clients.
* Monitors and amends client/caregivers’ schedules.
* Assigns work, completes caregiver interviews, hires new employees, teaches orientation/training and manages new hires.
* Creates stations for caregivers’ skills check off. Skills checks evaluates the caregiver’s performance/skills.

***University of Maryland Medical Center*** (Registered Nurse) February 2021- Present

827 Linden Ave, Baltimore, MD 21201

* Consults and coordinates with health care team members to assess, plan, implement and evaluate patient care plans.
* Prepares, administers (orally, subcutaneously, through an IV) and records prescribed medications. Reports adverse reactions to medications or treatments.
* Identifies irregular telemetry readings and notifies appropriate medical team members.
* Initiates patient education plan, as prescribed by physician.
* Teaches patients and significant others how to manage their illness/injury, by explaining: post-treatment home care needs, diet/nutrition/exercise programs, self-administration of medication and rehabilitation.
* Prepares equipment and aids physician during examination and treatment of patient.
* Responds to life-saving situations based upon nursing standards and protocol.
* Records all care information concisely, accurately and completely, in a timely manner, in the appropriate format and on the appropriate forms.
* Performs other position-related duties as assigned, depending on assignment setting (Foley insertion, IV, NG tubing, central line changes, blood transfusion etc.)

References available upon request