

Lexis Cincotta

Registered Nurse - Operating Room - Brigham and Women's Hospital

Hopkinton, MA 01748

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Work Experience

Registered Nurse - Operating Room

Brigham and Women's Hospital - Boston, MA

August 2003 to Present

Experience in all areas of Surgery including Cardiac; Ear, Nose & Throat; Neurology; Plastic; Robotic; Trauma; Transplants; Vascular; Urology; and Ob-Gyn.

Responsibilities include:

- Preoperative assessment of the surgical patient
- Obtaining the appropriate supplies and equipment needed for surgery
- Maintaining and ensuring a safe and sterile environment.
- Performing duties of scrub nurse or circulating nurse during surgical procedures.
- Assisting the sterile member of the surgical team by administering medications and performing nursing procedures as needed.
- Providing patients with comfort and reassurance.
- Intermittent charge nurse

Operating Room Facilitator

Brigham and Women's Hospital - Boston, MA

April 1998 to August 2003

Responsible for the Implementation and Organization of the schedule for 36+ operating rooms to ensure the efficient and timely flow of patients.

- Demonstrated superior organization skills and execution of administrative functions
- Efficiently answered and screened approximately 75+ phone calls per hour
- Responded to all medical emergency and disaster codes.
- Prioritized an extremely high volume of simultaneous tasks with constant interruptions, maintaining professionalism
- Resolved conflicts among competing priorities to ensure appropriate patient care and smooth operations

Office/Medical Assistant

Drs. Philip Smith and Leonard Simon - Brookline, MA

February 1997 to February 1998

Administrative and medical support for a very active Ob-Gyn practice.

- Responsibilities included assisting the doctor in various surgical procedures; sterilization of medical instruments, processing of lab specimens, and general office functions, such as appointment scheduling, receptionist, and patient communications

Office Assistant

Associated Physicians - Allston, MA

November 1994 to November 1995

Responsible for collection and processing of patient demographics, medical records, and insurance billing information for patients prior to surgery. Other duties included appointment scheduling, and participation in pre-operative, and post operative counseling.

Education

BS in Nursing

Emmanuel College

Present

Bunker Hill Community College Boston - Boston, MA

May 2003

Northeastern University Peri-operative Program

2003

Skills

- Nursing
- Hospital Experience