

Nancy Villegas

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To benefit an organization that can use a dependable professional with extensive experience working in medical and other environments where attention to detail and quality customer relations are emphasized. I am a team player who works well under pressure. Have a reputation for being a pacesetter that fosters a highly productive work environment. I thrive at taking charge and leading the team during difficult and time- sensitive tasks.

Work Experience

Operating Room Registered Nurse

Mountain View Regional Medical Center ACS - Las Cruces, NM
July 2016 to Present

As a Registered Nurse (RN) at the Mountain View Medical Center Surgery Center, I assisted in Infection Control management and prevention. I was responsible for surveillance and data collection for the Infection Control Program. Further, I investigated possible incidences of infection and implemented remedial action.

Participated in the infection control committee, to evaluate infection control standards at the surgery center and suggested possible courses of actions to prevent infections. Ensured that, all reporting was completed accurately and timely as per State guidelines. Lastly, I collaborate with the Director of the Surgery Center to report routinely inspections and potential incidents to the State of New Mexico.

In addition, I served as the Interim Charge Nurse of the Surgery Center. As the Interim Charge Nurse, I ensured that staff, patients, and equipment come together seamlessly to move patients through the surgical process. Also responsible for the day-to-day smooth running of OR activities. Coordinated activities in conjunction with the Pre-operation Unit, the Operating Room, and the Recovery Unit. Supervised the scheduling of patients into the specific operating rooms, patient's readiness, and staff availability. Coordinate with the attending anesthesiologist to facilitate any special equipment of staffing need for complex surgeries.

Collaborate with the surgeons to identify surgeries that required personnel with skills specific to the intervention.

Universal Assistant

JOHN M. RAMIREZ, M.D. & KAMRAN KAMALI, M.D - Las Cruces, NM
January 2007 to January 2013

- Patients Mountain View Citrix, PACS, Meditech, Medication administration (Including PO, IV, and Malpractices, Availity, and Healthxnet.
- Injections), I contributed to multiple job departments and tasks including: Medical assistant, Chart preparation, Surgery scheduling, Patient check-in / out Medical records preparation, following up on claim denials/ claim appeals, monitored billing for physicians, Insurance verifications, obtaining prior authorizations for exams/surgeries, Assisted with credentials.

- Called in drug refills and provided detailed prescription information to pharmacies.
- I also assisted doctors with non-invasive procedures (e.g., I&D, ACELL application, JP removal, suture and staple removal, sterile dressing changes).

Certified Nurses Aid & Medication Tech

Good Samaritan Society - Las Cruces, NM

- Provided daily living tasks to enhance the quality of life for elderly patients.
- Assisted residents with bathing, dressing, feeding, lifting, and transferring.
- Experience with various medical conditions including Parkinson's, Dementia, Diabetes, Cancer, and Alzheimer's disease.
- Trained new staff.
- Administered medications as a medication technician.

Education

Associates Degree in Nursing

Western New Mexico University School of Nursing

May 2016

Medical

Anamarc College - El Paso, TX

2010

Skills

- Inserted Foley and Straight catheters.
- Suture and staple removal.
- Monitored I&O
- Assessed vital signs
- Chest tube care
- Blood glucose checks
- ACELL application
- Injections
- Started IV on both adult and pediatric patients
- Physical assessments
- Assisted Anesthesiologist during intubation and
- Patient care documentation extubating
- Implemented and created care plans
- Pre-operative care
- Medication administration
- Operative care
- Wound care
- Implemented Aseptic standard

- Infection Control Prevention
- JP removal
- Fluent in English and Spanish
- Blood draw

Certifications and Licenses

**Registered Nurse, RN-84459 Certified Nurse Aid, registration
#NM0120050911E National Certified Medical Assistant, Registration# 700033.
Certified in Adult & Child CPR**

BLS Certification

ACLS Certification