

# Annie Ruch

## **Registered Nurse**

Chico, CA 95926

[annieliddyouch@gmail.com](mailto:annieliddyouch@gmail.com)

+1 626 590 6109

Authorized to work in the US for any employer

## Work Experience

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### **Unit Secretary**

Enloe Medical Center

July 2013 to Present

- \* Assist the medical staff by acting as receptionist, unit liaison, and secretary for the nursing unit
- \* Create a friendly, cooperative environment throughout all interactions with internal and external customers
- \* Work independently to organize and manage multiple priorities in a fast-paced environment
- \* Responsible for establishing and maintaining an orderly work environment that supports the smooth operation of the department

### **Community Nutrition Assistant I, Center**

Chico, CA

May 2011 to May 2013

- \* Drafted purchase orders for essential materials for community nutrition lessons and recipe tastings
- \* Prepared the necessary paper work and check requests in order to properly reimburse staff
- \* Oversaw and tracked a sum of money (petty cash) for staff to purchase the necessary items for events, lessons, and tastings

### **Conference Service Assistant**

California State University - Chico, CA

May 2010 to January 2012

- \* Operated a scheduling software program to assist clients with conference room reservations
- \* Scheduled large events and conferences for clients as far as one year in advance

### **Student Union Assistant**

California State University - Chico, CA

May 2009 to January 2012

- \* Generated check requests for invoices charged to the Associated Students
- \* Organized paper work in order to track past and current charges to the Associated Students
- \* Collaborated with supervisor on ways to improve payment systems

## Education

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### **Associate in Science (AS) in Nursing**

Butte College - Oroville, CA

January 2020 to December 2021

### **Bachelor of Science in Nutrition and Food Sciences**

California State University - Chico, CA

May 2013

### **High School Diploma**

Flintridge Preparatory School - La Cañada Flintridge, CA

June 2008

## Skills

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- RECEPTIONIST (8 years)
- CLERICAL (8 years)
- CUSTOMER SERVICE (8 years)
- EXCELLENT WRITTEN (8 years)
- EXCELLENT WRITTEN AND VERBAL COMMUNICATION SKILLS (8 years)
- Medical Terminology
- Nursing
- EMR Systems
- Hospital Experience
- Epic
- Patient Care
- Vital Signs
- Medication Administration
- Anatomy Knowledge
- Experience Administering Injections
- Care plans

## Certifications and Licenses

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### **BLS Certification**

#### **RN**

February 2022 to January 2024

## Additional Information

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### SKILLS

- Extensive customer service experience
- Comprehensive clerical work experience
- Exceptional organizational skills
- Strong problem-solving and analytical capabilities
- Excellent written and verbal communication abilities
- Thrive in a team environment and work well with others
- Delegating tasks or responsibilities
- Medical terminology knowledge