**CURRICULUM VITAE**

**Maria Alma J. Herrera**

8711 West Campus Dr., Spokane, WA 9924

509-919-6752

mjutie\_24@yahoo.com

**PERSONAL DATA:**

Civil Status: Married

 Citizenship: Filipino & US Citizen by Naturalization

 Spoken Language: English, Tagalog & Arabic

**EDUCATION:**

Virgen Milagrosa University Foundation

 Bachelor of Science in Nursing

 San Carlos City, Pangasinan, Philippines 2004-2008**.**

**JOB SUMMARY**:

 Ø Assumes and performs administrative and clinical responsibility in the designated unit whenever the Head Nurse is not around. Initiates, reports to the Supervidor, Manager & Nursing Director unusual occurrences, incidents or concerns.

 **DUTIES AND RESPONSIBILITIES**:

1. Responsible for implementing the nursing process with a minimum assistanceby utilizing problem solving nursing judgement. Receives supervision anddirections from the Head Nurse and Nursing Supervisors.

2. Responsible in checking crash carts and narcotics of the unit as per policy. 3. Initiates and updates the nursing care plan, including discharge goals for eachpatient.

4. Recognizes and anticipates problems, needs of the unit staff and patients andprovides interventions as appropriate.

5. Helps staff members in improving assessment skills and assist them in the execution of their responsibilities.

6. Responds to patient, family concern and consults other involved services as appropriate and patient confidentiality is maintained and rights are upheld.

7. Coordinates admissions to the unit and transfer / discharge from the unit.

8. Routine contact with the Physicians in carrying out orders, assisting with medical procedures when needed and reporting changes in the patient’s condition.

9. Utilizes services of an interpreter if necessary to ensure effective communication..

10. Maintains proper channel of communication between staff in the unit.

11. Maintains a clean, safe environment by monitoring housekeeping practices and ensuring standards of care are met.

12. Implements policies and procedures necessary with regards to infection control and ensuring staff compliance.

13. Communicates and coordinates with the infection control officer in related issues.

14. Coordinates any equipment malfunction to proper authorities to ensure client safety and follows up.

15. Participates in educational programs which facilitate quality patient care, leadership skills and professional growth.

16. Documents, evaluates all quality nursing care, proper documentation and provides guidance to all staff when needed.

17. Recognizes emergency situations and takes appropriate actions, directions and coordination of activities in the unit.18. Exercises professional behavior and is accountable for his/her actions as abfgh Registered Nurse.

18. Performs any and all other duties as assigned by the Head Nurse/Nursing Supervisor.

19. Ensures patient’s medical records are securely stored and accurately maintained.

20. Demonstrates initiative in performing duties.

 .

 **PROFESSIONAL REGISTRATION/LICENSE(s)**:

RN License Washington

CPR & BLS

**WORK EXPERIENCES:**

RN at Providence St. Joseph Care Center ( Short-term rehabilitation care) from August 8, 2016 up to present

RN at Providence Holy Family Hospital Medical-SUrgical from February 22, 2016- August 2016.

RN at Life CAre Center of CDA Idaho from November 4, 2015 - February 2016.

Arabic Sudan Interpreter at World relief organization Spoakne from October 13, 2015 - April 2015

Housekeeping attendant at Hilton GArden Inn Spokane Airport from JAnuary 12, 2015 -September 2015.

Sale Associate at Walamrt Hayford Rd, Spokane November 4, 2014- January 2015.

RN at Royal CAre International Hospital( Medical-surgical) Khartoum, Sudan from November 1, 2011-October 17, 2012

RN at Alzaytouna Specilaist Hospital (OB-Gyne)Khartoum, Sudan from February 8, 2011- August 4, 2011.

RN in Ganin Fertility Center & IVF khartoum, Sudan from June 21, 2009-December 30, 2010

Volunteer Nurse in Virgen Milagrosa University 2008-2009.

**Professional References:**

**Ken Rooster (DNS PSJCC)**

**Kara Buller,RN ( RCM-Long Term Care PSJCC)**

**Aura Collin,RN ( Co-worker/Supervisor PSJCC)**

 I hereby certify that all information contained herein are true & correct to the best of my knowledge. Maria Alma Herrera,RN

 applicant