

MADELYN MYHUONG NGUYEN, RN
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OBJECTIVE: Highly motivated and professional individual seeking a fast paced, client centered healthcare RN position, which will allow me to apply my acquired skills.

SUMMARY OF QUALIFICATIONS

- California Board of Registered Nurse License #95266921 expires: 01/31/2023
- ALS certified #215409067382, expires: 02/2023
- BLS certified #215419068712, expires: 02/2023
- Bilingual/Fluent in Vietnamese/English, with excellent communication, interpersonal, and writing skills.
- Expert Microsoft Office: Word, Excel and Outlook; typing ability of 65wpm +
- Organized, detail-oriented with a professional attitude, multi-tasking skills and efficient under high-volume pressure
- Strong attention to detail and accuracy
- Proficient with: EPIC healthcare systems

EDUCATION

- Capella University, MINNEAPOLIS, MN expected graduation May 2022
- Bachelor of Science, Nursing CNI (Career Network Institute), Santa Ana, CA graduated May 2021
Associate Degree, Nursing Program (ADN)

WORK HISTORY

Supervising Shift Charge Nurse RN – Shoreline Healthcare Center (Long Beach, CA)

12/2020-Current

- Medication administration.
- Management of shift assignments of staff.
- Treatments including but not limited to cleaning and re-dressing wound care and IV changes and administrations.
- Monitor vital signs and behavior changes and progress.
- Assures accurate census by inputting admission, discharge, and transfers in a timely manner.
- Schedule test and coordinates patient care activities in collaboration with ED staff and other departments.
- Coordinate hospitalization admissions, transports, and transfers.
- Documentation and physician notification of patient's change of conditions.
- Monitoring, managing, and changing ventilator and gastrostomy tubes, tracheostomy tubes, and catheters.
- Answers call system and follow up with physicians, patient and/or family as appropriate.
- Evaluating staff performance and providing corrective measures, when necessary.

Ward Clerk Transcriber Emergency Department – Kaiser Permanente (Downey, CA)

05/2018-08/2021

- Respond to all STAT requests.
- Assist ED doctors and nurses with patient assignment.
- Utilizes computer system and communication equipment effectively and efficiently.
- Assures availability of pertinent information, i.e., outpatient charts, hospital medical records, etc.
- Assures accurate census by inputting admission, discharge, and transfers in a timely manner.
- Schedule test and coordinates patient care activities in collaboration with ED staff and other departments.
- Coordinate hospitalization admissions, transports, and transfers.
- Participates in departmental process improvement activities.
- Answers call system; follows up with the nurses, patient and/or family member as appropriate.
- In conjunction with Discharge Coordinator, organizes transfers to skilled nursing facilities, including printing relevant sections of the patient chart.

Contract Processor/Junior Loan Originator/Realtor - Global Direct Realty & Lending, (Fountain Valley, CA)

06/2017-current

- Brought solid experience and expertise in originating, processing, and funding both conventional and government secured loans including FHA, VA and Hard money as well as purchase and refinance.
- In addition to knowledge of federal and state regulations and requirements, able to handle high volume of loans and expertly navigate them through the required guidelines to funding.
- Gather, organize, and track loan documentations required to satisfy all conditions for approval.
- Handled all communications with borrower consistently throughout process of loan.
- Ensures LE and all initial disclosures are reviewed and sent out in a timely manner to meet SLAs.
- Assist in resolving title, closing, and funding issues to expedite the closing and funding of loans when necessary.

Loan Processor II/Mortgage Professional - Guaranteed Rate dba Owing Mortgage, (Orange, CA)

02/2020-12/2021

- Review initial loan approval and work with licensed loan officer and borrower to gather all appropriate documentation.
- Collect all required documentations for loan package.
- Submit and satisfy all underwriter conditions.
- Communicate with all professional parties including, county clerks, escrow, title, attorneys, condo associations, insurance agents, and notaries.
- Ensure all conditional approvals fall within established lending guidelines.
- Ensures LE and all initial disclosures are reviewed and sent out in a timely manner to meet SLAs.

Closing Coordinator/Senior Loan Processor - Nationstar Mortgage LLC dba Mr. Cooper, (Santa Ana, CA)

03/2015-02/2018

- Pre-underwrite conventional, FHA and VA loans.

- Continued communication with borrowers throughout the refinance process to ensure all SLAs are met Verifies and documents all income calculations and AUS requirements and resubmits.
- Submits loan files to the Underwriting Department and clears all underwriting conditions.
- Reviews with borrower estimated final HUD-1/CD and confirms loan transaction detail.
- Prepares and sends out loan closing documents to closing agent in a timely manner to coincide with scheduled signing date.
- Prepares and submits loan file to funding department and clears all funding conditions.

Senior Loan Processor III– Genpact Mortgage Services (Irvine, CA)
01/2012-02/2015

- Obtaining and validating all conditioned documents for purchase and refinance of HARP, VA, FHA streamline/retained and conventional loans.
- Assist the mortgage department with various duties; opened all title orders files as well as appraisal requests, ordered escrow and all necessary forms for verification of existing assets, employment and accounts status and tax transcripts information as well as calculating debt to income and loan to value ratios to verify loan approval.
- Gather, organize, and track loan documentations required to satisfy all conditions for approval.
- Handle communication with borrowers consistently throughout process of loan.

EMT, Surgical/ASC Certified Medical Coder - Newport Medical Solutions, Inc.(Orange, CA)
11/2001-02/2011

- Perform and review for compliance audits of accounts and coding.
- Appealing denied claims for reprocessing and payments.
- Coding of multispecialty clients, including gastroenterology, cardiothoracic, neurology, orthopedics, and aesthetics.
- Abstract end-of-day reports for diagnosis, procedures, and services.
- Conduct chart reviews: identifying, confirming, and documenting appropriate ICD-9/HCC coding.

Medical HCC Certified Coder – Los Angeles Cardiology Associates. (Los Angeles, CA)
4/1998-11/2001

- Conduct chart reviews: identifying, confirming, and documenting appropriate ICD-9/HCC coding.
- Perform quality control, over-read reviews of previously completed record reviews to ensure accuracy and completeness.
- Individual follow-up review to explain findings of chart review as well as provide education of HCC principles
- Perform chart abstractions, and high-volume processing of claims.
- Help adjust performance measurement via HCC as a measurement of patient acuity.

REFERENCES: UPON REQUEST