

Lesley Martinez

Registered Nurse (M.Ed, M.Sc, BSN, RN)

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Willing to relocate: Anywhere

Authorized to work in the US for any employer

Work Experience

Charge/ICU Nurse

Favorite Healthcare Staffing - Chicago, IL

January 2022 to Present

- Evaluating and monitoring of patient's progress and identification of any sudden or subtle changes in the patient's medical condition
- Administering medications intravenously by injection or via gastric tubes.
- Setting up and monitoring medical equipment and devices like medical ventilators, oxygen delivery devices, transducers, and pressure lines.
- Patient monitoring and assessment at least every hour.
- Lab draws.
- Patient repositioning and skin integrity checks.
- Wound care.
- Ventilatory management. Medication administration.
- Tracheotomy and ventilator care.
- Intravenous insertion and infusion Central line care.
- Swan-Ganz catheters.
- Advanced cardiac life support.
- Record patients' medical records and monitor vital signs.
- Supervising nursing staff and monitoring their needs.
- Coordinating daily administrative duties, including schedules, nursing assignments, and patient care.
- Overseeing patient admissions, transfers, and discharges.
- Mentoring and training new staff and providing support and guidance to all staff members.
- Monitoring medical charts and providing compassionate care and assistance to patients and families.
- Liaising with doctors and administrators and communicating any protocol changes to staff.
- Ensuring compliance with all health and safety regulations.
- Recording and maintaining accurate reports. Identifying issues or emergencies and responding in a calm and efficient manner.
- Evaluating and monitoring of patient's progress and identification of any sudden or subtle changes in the patient's medical condition
- Administering medications intravenously by injection or via gastric tubes.
- Identify patients' age-specific needs and alter care plans as necessary to meet those needs. Provide post-mortem care.
- Perform approved therapeutic or diagnostic procedures based upon patients' clinical status.
- Evaluate patients' vital signs and laboratory data to determine emergency intervention needs.

- Administer blood and blood products, monitoring patients for signs and symptoms related to transfusion reactions.
- Administer medications intravenously, by injection, orally, through gastric tubes, or by other methods.
- Advocate for patients' and families' needs, or provide emotional support for patients and their families.
- Set up and monitor medical equipment and devices such as cardiac monitors, mechanical ventilators and alarms, oxygen delivery devices, transducers, and pressure lines.
- Monitor patients' fluid intake and output to detect emerging problems such as fluid and electrolyte imbalances.
- Monitor patients for changes in status and indications of conditions such as sepsis or shock and institute appropriate interventions.
- Assess patients' pain levels and sedation requirements.
- Assess patients' psychosocial status and needs including areas such as sleep patterns, anxiety, grief, anger, and support systems.
- Collaborate with other health care professionals to develop and revise treatment plans based on identified needs and assessment data.
- Collect specimens for laboratory tests.
- Compile and analyze data obtained from monitoring or diagnostic tests.
- Conduct pulmonary assessments to identify abnormal respiratory patterns or breathing sounds that indicate problems.
- Document patients' medical histories and assessment findings.
- Document patients' treatment plans, interventions, outcomes, or plan revisions.
- Identify patients who are at risk of complications due to nutritional status.
- Prioritize nursing care for assigned critically ill patients based on assessment data and identified needs.
- Assist physicians with procedures such as bronchoscopy, endoscopy, endotracheal intubation, and elective cardioversion.
- Ensure that equipment or devices are properly stored after use.
- Identify malfunctioning equipment or devices.
- Coordinate patient care conferences.

Monoclonal Antibody Infusion/IV Therapy Nurse

Krucial Staffing - Austin, TX

December 2021 to January 2022

- Administration of monoclonal antibody IV infusions [including bamlanivimab & etesevimab, casirivimab and imdevimab (REGEN_COV), sotravimab, etc.] to patients based on the variant of COVID-19 they were positive for.
- Monitoring of patients for any adverse reactions or side effects.
- Maintain adequate care of Portacaths/Midlines/Picc lines, using aseptic and sterile technique as needed.
- Change line dressings as required by policy and health standards.
- Start peripheral lines/butterflies as needed in order to administer antibiotics.
- Administer antibiotics as per MD orders and monitor for any adverse reactions.
- Access/De-access ports as needed.
- Remove Picc and Mid lines as ordered by MD.
- Maintain stringent hygiene standards of unit with disinfection and consistent restock of all equipment.
- Kept original supply levels in treatment rooms, triage and other areas to meet typical patient loads.
- Supervision, support, and provide care to COVID-19 patients following administration monoclonal antibody infusion based on CDC guidelines and standing medical order.

Refugee Health Nurse

GardaWorld

September 2021 to December 2021

- Works with patients and asks questions about their health for diagnosis and documenting patients' symptoms and medical history for the doctor.
- Assesses a patients needs and provides initial care.
- Identifying changes in patients symptoms and intervening in emergency situations.
- Participates in pain management for patients
- Administers medications, draws blood, and gives vaccinations following age-appropriate guidelines.
- Monitors temperature, pulse, breathing, and blood pressure and keeping accurate records.
- Conducts Refugee Health Program visits, including review of international medical records and identification of urgent health needs prior to the patient's visit.
- Performs behavioral health screening on all patients at least 14 years of age with Refugee Health Screener-15 (RHS-15) tool.
- Refers patients to behavioral health as deemed appropriate by RN.
- Manages the flow of the team's daily schedule.
- Participates in daily huddles in a manner consistent with PCMH initiatives.
- Provides and oversees clinical coordination with the patient and the referring agencies
- Conducts patient assessments and screenings, following established standards and requirements.
- Counsels patients on the use and side effects of prescribed medications and assists with medication reconciliation.
- Provides verbal and written information on identified health issues, in the patient's preferred language.
- Utilizes in-person interpreters for all patients in their preferred language.
- Conducts pre-visit planning for all RHA providers for the second visit, including notation of abnormal lab results, whether patient received presumptive parasite treatment overseas, and determining vaccines that are due for all patients ≤ 18 years.
- Regularly monitors all patients with positive Tuberculin Skin Test or Quantiferon test and ensures chest x-ray is done to rule out active tuberculosis TB as well as coordinating patient treatment of latent TB.
- Monitors all pediatric patients with a lead level > 4 mcg/dL and contacts patient's guardians to do follow-up testing.
- Performs routine nursing care, upholding high quality and safety standards.
- Assists with training of new employees and the on-going training of medical assistants and other support staff.
- Uses the Electronic Medical Record to maintain patient medical records, utilizing standard language and abbreviations and following accepted medical standards for charting.
- Provides quality customer service and communicates in a manner that protects patient confidentiality and is culturally sensitive, and mindful of physical, emotional and spiritual conditions.
- Works cooperatively with staff, providers and Administration.
- Occasionally assists other nurses, including team nurses and care coordinators, as needed.
- Works within the policies and procedures.
- Attends staff meetings.

Crisis Nurse

Krucial Staffing - Overland Park, KS

August 2020 to March 2021

- Knowing, promoting, implementing and following up the universal hygiene standards/ precautions, bio-hazard prevention and infection control, security rules and other protocols and procedures in the medical

premises and ensuring high standards of hygiene of his/her working environment. Respecting medical secrets and confidentiality at all times.

- Organizing and carrying out care and treatments according to medical prescriptions, and assisting during consultations, daily rounds and other medical procedures. Participating in health education of the patient (and family) when necessary.
- Ensuring patients are properly received and installed and that those with lack of autonomy are assisted, especially regarding their feeding, personal hygiene, movements and comfort. For ER and OPD nurse, ensuring triage of patients in waiting areas, wards or during emergencies, detecting the priority acute/emergency cases, carrying out first aid care and referring them to the doctor when necessary.
- Sending material to be sterilized and recuperates it from sterilization.
- Carrying out admission, surveillance and follow-up of patients (i.e. assessment of the evolution of their state of health and the identification of any emergency situation or deterioration Carrying and supervising administrative procedures and documents (fill in patient's files, forms, consumptions, statistics, registers, health files, etc.), ensuring an appropriate written/oral handover, and reporting any problematic situations and cases that may arise. Participating in data collection and keeping doctors/supervisors informed.
- Participating in the department-related pharmacy and medical equipment control and maintenance (quality and its functioning, storage conditions, follow-up of expired drugs inventories, stock takes of medicines and material at every team changeover ensuring no material is taken out of nursing area/wards without prior authorization, etc.).
- Perform cleaning and minor maintenance for biomedical equipment used. Following the user manual and protocols and alert supervisor in case of malfunctioning.
- Supervising and training nurse-aids, nutritional assistants, cleaners and other related staff under his/her supervision, ensuring teamwork and adherence to all appropriate protocols and procedures
- Views patient holistically; considers physical, psychosocial, emotional, age specific, cultural and spiritual factors and demonstrates appropriate assessment skills for an identified patient population.
- Provides critical thinking skills by gathering and analyzing patient information, then responding to a patient situation. Implements corrective and/or creative interventions to achieve desired outcomes. Perseveres through barriers/obstacles to achieve the best possible outcomes for the patient.
- Develops implements, evaluates and revises an individualized plan of care using evidenced based interventions and standards of care, while actively involving the patient and family. Identifies needs and begins to plan for care across the continuum.
- Identifies patient and family education needs. Develops and implements teaching plan based on existing standards, seeking out additional resources when necessary. Utilizes teach back methodology to assure patient and family is learning effectively. Identifies necessary resources to assure readiness for discharge and begins to develop plan in collaboration with other disciplines.
- Participates effectively as a member of the interdisciplinary team by collaborating to achieve patient outcomes. Participates directly or indirectly in interdisciplinary rounds. Assures achievement of quality patient outcomes in collaboration with medical staff and health care team. Participates in unit/organizational quality and safety initiatives to improve patient outcomes.
- Understands and is aware of potential hospital acquired conditions such as nosocomial infections, falls and pressure ulcers and actively seeks to prevent.
- Identifies customer service needs and meets or exceeds expectations. Creates an environment that promotes customer satisfaction and the patient experience.
- Provides written and verbal communications and information that is respectful, accurate, timely, concise and thorough. Communicates patient status, priority goals and interventions to colleagues and other disciplines during consultation, rounds and handoffs in an effective manner

- Manages team members to provide care for a group of patients during a designated time frame. Prioritizes necessary activities and delegates appropriately. Provides effective team member skills.
- Organizes and prioritizes individual workload around patient and unit needs in an effective manner. Adjusts activities and plans depending on situation. Seeks to improve personal organizational skills to increase work efficiencies, and consistently demonstrates purposeful rounding.
- Stewards available resources effectively.
- Identifies own education and professional growth needs, develops plan and seeks resources to address.
- Completes professional activities such as self-appraisal, assignments, and licensure renewal contact hours.
- Participates in QI and evidence-based practice activities and integrates resultant changes into practice.
- Identifies problems and initiates appropriate follow up, solution or recommended resolution.
- Maintains good rapport and cooperative relationships. Approaches conflict in a constructive manner. Maintains the confidentiality of information acquired pertaining to patient, physicians, associates, and visitors at all Trinity Health facilities. Discusses patient and hospital information only among appropriate personnel in appropriately private places.
- Assumes responsibility for performance of job duties in the safest possible manner, to assure personal safety and that of coworkers, and to report all preventable hazards and unsafe practices immediately to management.
- Other duties as assigned.
- Maintains a working knowledge of applicable Federal, State, and local laws and regulations, Code of Ethics, as well as other policies and procedures in order to ensure adherence in a manner that reflects honest, ethical, and professional behavior
- Record a patient's medical history accurately.
- Take and record measurements of temperature, heart rate, blood pressure, etc.
- Collect samples for lab testing as assigned.
- Administer injections, prescribed medications, enemas, etc.
- Clean and dress wounds and assist with other basic medical care tasks.
- Observe patients under treatment to identify progress, side-effects of medications, etc.
- Provide emotional and psychological support when needed.
- Communicate with patients' family or friends to provide advice, comfort, and release instructions.
- Test employees for COVID-19 using PCR testing, BDV Test, and IMG Rapid Testing techniques.

Nursing Social Media Student Brand Ambassador

Kaplan - New York, NY

June 2017 to August 2020

- Represent the Kaplan Nursing brand with honesty, integrity, and professionalism.
- Execute a customized marketing plan via social media channels including, but not limited to Facebook, Twitter, Pinterest, and Instagram.
- Generate high levels of interest in Kaplan Nursing student products.
- Share Kaplan provided Nursing content through existing and newly acquired social networks.
- Meet assigned goals related to generating new student interests.
- Deliver relevant programming to club SNA organizations, and associations via social media.
- Identify new branding and student recruitment opportunities.
- Prospect key student contacts at Nursing Schools within the assigned geography.
- Represent Kaplan Nursing at local school fairs, clubs, and organization meetings.
- Flier/ Post branding materials as needed.
- Direct students interested in Kaplan Nursing enrolling to the appropriate sales channel.

Health Screening Technician/Health Educator

Interactive Health - Owings Mills, MD

June 2017 to September 2017

- Provide health screening services to include finger-stick, blood pressure, body composition, height/weight, waist circumference, bone mineral density, and health coaching.
- Present health educational programs, awareness tables and educational materials.

Biometric Screener

Provant Health Solutions - East Greenwich, RI

May 2017 to June 2017

- Adhere to all dress code regulations and Provant onsite policies and procedures.
- Follow all standard operating procedures in regards to Protected Health Information (PHI) in compliance with HIPAA regulations.
- Perform all duties of station according to Provant corporate, client or Team Lead needs.
- Body Fat check via Omron
- Cholesterol check via fingerstick and Cholesterol or CardioChek machine
- Manual Blood Pressure readings
- Results Counseling sessions
- Maintain a neat and orderly work station.
- Maintain a pleasant and professional demeanor.

Health Coach

Provant Health Solutions - East Greenwich, RI

May 2017 to June 2017

- Adhere to all dress code regulations and Provant onsite policies and procedures.
- Follow all standard operating procedures in regards to Protected Health Information (PHI) in compliance with HIPAA regulations.
- Perform all duties of station according to Provant corporate, client or Team Lead needs.
- Body Fat check via Omron
- Cholesterol check via fingerstick and Cholestech or CardioChek machine
- Manual Blood Pressure readings
- Results Counseling sessions
- Maintain a neat and orderly work station.
- Maintain a pleasant and professional demeanor.

Brand Ambassador

24Seven, Inc. - New York, NY

March 2017 to March 2017

- Create brand awareness, positive product impressions and increase sales through product demonstration, customer engagement and effective communication of brand talking points.
- Participated in grand opening of Footlocker at Outlets at Corpus Christi as a leading brand ambassador designed to engage and acquaint new clientele with the product being offered.
- Set-up, sample and complete demonstration ownership and product representation with an emphasis on cleanliness, organization and the ability to follow instructions.
- Timely and accurate event reporting, submission of paperwork and online training

Contact Service Representative

Internal Revenue Service - Cleveland, OH

December 2013 to December 2016

- As a Contact Service Representative, I providing both information and counseling to taxpayers by communicating over the phone, in person, and via email, or online chat. I spend a majority of the time training in tax law, and I am well-versed in processes which need to be followed in order to remedy most tax issues, both complex and simple. I also trouble-shoot more complex tax issues, particularly when the tax-indebtedness was more than \$100,000 USD. I communicated, in a professional manner, and in layman's terms, the complicated tax protocol which is needed for compliance.
- Communicate with individual taxpayers, their representatives, professional stakeholders, and other government officials.
- Complete contacts, i.e., conduct telephone interviews with a wide range of individuals who have varying degrees of understanding, and provides full explanations to specific inquiries.
- Respond to a wide range of inquiries involving laws, rules and regulations, each having different conditions, reporting requirements, or other regulatory provisions; Regulations and policies subject to frequent legislative changes, amendments or precedent decisions that affect specific conditions.
- Elicit sensitive, personal and financial information.
- Make determinations and uses sound judgment concerning controversial matters in reporting the degree to which the individual understood their responsibilities.
- Develop, analyze and evaluate information involving the research of records and the nature of each inquiry.
- Explain what future actions are necessary to achieve voluntary compliance by computing and/or advising on tax liability and probable assessment of taxes.
- Use sophisticated interviewing techniques; the employee reviews individual circumstances and goals, and advises on the most advantageous ways to meet them

Canvasser

Murphy Nasica & Associates - Cleveland, OH
November 2016 to November 2016

As a Canvasser for Murphy Nasica & Associates, I exhibited professionally when directly engaging with the public. After being provided a listing of targeted registered voters, I was able to provide informational materials, promoting the cause and ideology of the client. I maintained neat and organized canvassing registered voter lists, but electronically via tablet, and hard-copy paper lists, recorded house to house canvassing records, and provided those recording numbers to the field supervisor at the end of each shift.

Intermediate Care Technician

Veteran's Affairs - Huntington, WV
May 2012 to December 2013

- Performing diagnostic tests such as Vital signs and EKG.
- Conducts or assists with the training of personnel in CPT, BLS, ACLS, as well as basic and advanced emergency medical care techniques as appropriate.
- Evaluate patients for emergent/non-emergent medical conditions, order appropriate diagnostic studies and perform a wide range of treatment procedures under the direction of the supervising physician.
- Conducting, Rapid strep swabs, Urine dip, Urine pregnancy test, Visual acuity.
- Independently recognized life threatening situations and act to correct these according to established national or facility protocols.
- Uncomplicated wound closure such as simple one-layer lacerations not on face, neck, or hands, skin stapling -scalp lacerations, steristrips, and dermabond.
- Nebulized medications, limited PO meds, IM meds/immunizations/vaccines.
- Transport patients to the Emergency Department for further care. Starts peripheral and EJ IV s.

- Venipuncture.
- Incision & Drainage of abscesses.
- Suture removal.
- Foley catheters insertion, splint, binder and bandage applications, and performance of tracheotomy care.
- Specimen collection and preparation for the lab for processing including blood, tissue, urine, stool and sputum is expected to be a routine part of his/her practice.

Locomotive Engineer

Norfolk-Southern Railway Company - Cleveland, OH

September 2008 to September 2013

- As a Locomotive Engineer, I operate through-freight, and way-freight trains in the Dearborn Division (Michigan) in full compliance with operating rules, state/local regulations, and federal laws. My duties include inspection of locomotive engines before work runs in order to verify specified fuel, water, and required supplies; I also interpret and analyze train orders, electronic and manual signals, and railroad rules and regulations which govern the operations of the locomotives. I confer with locomotive conductors and/or traffic control center personnel via radio to issue and receive information concerning stops, delays, and oncoming train traffic, as well as calling out train signals to assist in the operation of the locomotive. I monitor gauges and meters which measure speed, amperage, battery charge, or air pressure in brake-lines and main reservoirs; I also respond to emergency conditions and/or breakdowns, following applicable safety procedures and rules. • I have gained proficient analytical, technical, mechanical, and critical thinking skills from more than twelve years' experience in the railroad industry.
- Confer with conductors or traffic control center personnel via radiophones to issue or receive information concerning stops, delays, or oncoming trains.
- Inspect locomotives to verify adequate fuel, sand, water, and other supplies before each run, and to check for mechanical problems.
- Interpret train orders, signals, and railroad rules and regulations that govern the operation of locomotives.
- Monitor gauges and meters that measure speed, amperage, battery charge, and air pressure in brakelines and in main reservoirs.
- Observe tracks to detect obstructions.
- Operate locomotives to transport freight or passengers between stations, and to assemble and disassemble trains within rail yards.
- Receive starting signals from conductors, then move controls such as throttles and air brakes to drive electric, diesel-electric, steam, or gas-turbine-electric locomotives.
- Call out train signals to assistants in order to verify meanings.
- Check to ensure that brake examination tests are conducted at shunting stations.
- Check to ensure that documentation, including procedure manuals and logbooks, is in the driver's cab and available for staff use.
- Drive diesel-electric rail-detector cars to transport rail-flaw-detecting machines over tracks.
- Inspect locomotives after runs to detect damaged or defective equipment.
- Monitor train loading procedures to ensure that freight and rolling stock are loaded or unloaded without damage.
- Prepare reports regarding any problems encountered, such as accidents, signaling problems, unscheduled stops, or delays
- Respond to emergency conditions or breakdowns, following applicable safety procedures and rules.

Locomotive Conductor

Norfolk-Southern Railway Company - Cleveland, OH

November 1999 to September 2008

- As a Locomotive Conductor, I coordinated the daily activities of the two-man who operated the locomotive. I maintained compliance with all train orders, signals, and railroad rules and regulations, in full compliance with operating rules, state/local regulations, and federal laws. I reviewed the instruction from railroad dispatchers and yardmasters, and interpreted and conferred with other locomotive crew members. I also inspected all equipment on railroad cars prior to departure, as well as read and interpreted bulletins, work orders, switch lists, train orders, electronic and manual signals, and railroad rules and regulations which govern the operations of the locomotives. I also comprehended color and/or hand signals and systems to ensure complete compliance with federally-mandated railroad regulations. I assisted and instructor train crews to couple and uncouple cars, operate switches, and make report and make minor repairs to railcars. I operated locomotive equipment through the use of remote control device; in addition, I also maintained awareness of surrounding area and suspicious activities to ensure rail safety.
- Operate track switches
- Couple cars
- Work on freight trains in yard operations or on the road.
- Substantial travel and outdoor work in all weather conditions; tasks require pulling, controlling, and climbing on and off equipment.
- Responsible for coordinating all of the train crews' activities and the freight that is being transported
- Responsible for the safe arrival of the train to its destination.
- Duties include reviewing schedules, throwing rail switches, maintaining shipping records and paperwork, properly distributing weight throughout the train and operating freight cars in the rail yard.
- Operate track switches, couple cars and work on freight trains in yard operations and on the road with heavy travel. Capability of lifting 80 lbs., as required when replacing knuckles that connect rail cars. This involves strenuous, outside work in all weather conditions and requires extensive travel.
- Operated track switches by moving a lever that moves sections of track to properly place railcars, couples cars, and works assembling freight trains in rail yard operations performing various duties involving moving and aligning various parts of rail equipment to create or build trains.
- Execution of railway car procedures that will require pulling, controlling and maneuvering onto and off of equipment.
- Promoted to Locomotive Engineer in September 2008.

Staff Assistant - Congressman Louis Stokes

Congress - Cleveland, OH

November 1997 to August 1999

- As a Congressional Staff Assistant, I assisted other office employees with clerical work, as well as completed administrative and office duties as assigned by the Congressman. My duties included greeting visitors, answering the telephone and screening calls for both the Congressman and other staff members, answering constituents' inquiries, and sending inquiries and other communication via regular mail, email, and fax. I also compiled a database with constituents' calls, as well as their written requests and inquiries, which was later forwarded to the Congressman. I also managed time-sensitive deadlines, and forwarded any documentation which required attention. I maintained a daily "to-do" list, which reflected deadlines, set-up and maintained an electronic and paper-filing system, and managed information for the Washington, D.C. office. I managed an up-to-date electronic address book for the Congressman; I also processed travel expense reports, timecards, check requests, and invoice payment requests. I also created and maintained a master-list of meetings with other members of Congress

and their Congressional staffers and officers, listed committee members, and Healthcare Legislative Assistants.

- Answers telephones;
- Provides secretarial services
- Greets visitors to the office
- Responds to constituent requests for general information and other non-legislative inquires;
- Monitors delivery and pickup of materials;
- Maintains front office
- Assists with various administrative duties.
- Answers and screens telephone calls for the Senator and other staff members.
- Greets and screens visitors;
- Assists person who have appointments with the Congressman or other staff members
- Maintains handout literature regarding the state and the Senate;
- Signs for deliveries and forwards all deliveries to appropriate staff members;
- Maintains the office answering machine and voicemail messages from constituents;
- Ensures that requests for assistance are directed to the appropriate staff member;
- Maintains the reception room.
- Maintains the office guest book.
- Maintains a list of Cabinet Members with names and addresses;
- Maintains a list of frequently-requested numbers;
- Records visitors' opinions and visitors' names, address and other relevant information from public opinion messages;
- Helps log in mail to office database
- Performs general typing and administrative assignments.
- Answers and screens telephone calls for the Member and other staff members and takes messages when appropriate;
- Provides staff-led tours of the Capitol for constituents and other guests
- Assists persons who have appointments with the Member or the staff and works closely with the Member's Scheduler to ensure that the Member's appointments are on time and that the Scheduler is aware of the visitor's arrival;
- Drafts both form and individual responses to constituent mail and e-mail in co-ordination with the legislative staff and the office systems manager;
- Assists the office systems manager with processing of constituent mail;
- Responds to constituent requests for information;
- Maintains literature regarding the district and House offices for distribution to visitors;
- Manages recycling functions for the office;
- Purchases supplies for the office from the House Office Supply store as instructed by the Office Manager;
- Signs for deliveries and forwards all materials delivered to the office to appropriate staff members in a timely manner;
- Ensures that requests for assistance are directed to the appropriate staff member in a timely manner;
- Documents visitor opinions on issues communicated via telephone, including full name, address, and all relevant information as appropriate;
- Performs general typing and administrative assignments;
- Sends, receives, and distributes materials via the facsimile machine;
- Tracks legislation through the committee, House floor, Senate and conference committee processes in assigned issue areas and briefs the Congressman;

- Acts as a liaison with constituents, interest groups, committee and agency staffs in assigned issue areas;
- Answers constituent letters;
- Provides information on and generates ideas for press, mass mailings, and newsletters;
- Answers constituent letters and helps constituents on federal matters;
- Performs special projects assigned by the Congressman or Chief of Staff;
- Maintains a good working relationship with the Congressman, staff and constituents;
- Accepts performance-based criticism and direction;
- Temperament to communicate with a variety of personalities in a tactful, pleasant, and professional manner;
- Ability to work cooperatively and courteously with others;
- Meets attendance requirements as established by the office;
- Works well under pressure and handles stress;
- Works a flexible schedule including long hours, nights, and weekends as needed according to the Congressional schedule;
- Performs other duties as assigned.

Airport Information Representative - Cleveland Hopkins Int'l Airport

City of Cleveland - Cleveland, OH

March 1993 to August 1997

- As an Airport Information Representative, I worked within Cleveland Hopkins International Airport Information Center to assist the special needs and/or requests of any client, regardless of the airline chosen. I assisted passengers in locating arrival and departure gates, baggage claim locations, and airport concourses, and directed client to parking areas and security checkpoints. I also provided information about area attractions, and points of interest in and around the Cleveland-metropolitan area. I also conducted tours of the airport, and welcomed delegates, corporations, and foreign diplomats whom were attending conventions in the Cleveland-metropolitan area. I also provided assistance to client, passengers, and their friends and families, who had special-needs, such as wheelchair requests, unaccompanied minor assistance requests, special customs escorts, VIP escorts, and concourse management. In addition, I provided referrals for special translation services for clients who were not fluent in English.
 - Assist passengers in the terminal with general questions regarding direction, terminal services, or wheelchair access.
- Handle customer complaints. Some employees function as translators and specialize in working with foreign travelers.

Corrections Officer

Cuyahoga County Department of Corrections - Cleveland, OH

January 1991 to February 1993

- As a Corrections Officer, I guarded inmates in the penal institution of the Cuyahoga County Department of Corrections, in accordance with the established regulations and procedures set forth by the Ohio Revised Code (ORC). I guarded prisoners while they were detained in jail, as well as during transit between jails, courtrooms, and all other points of travel, and processed convicted individuals at their times of prison incarceration. My duties included maintaining security and inmate accountability to prevent disturbances, assaults, and escapes. I inspected the conditions of locks, window bars, grills, doors, and gates at correctional facilities to ensure the safety of the inmates and corrections staff. I recorded information, such as prisoner identification, charges, and incidences of inmate disturbances, and kept daily logs of prisoner activities. I searched prisoners, vehicles, and conducted inspections of

inmates' cells for contraband, like weapon and drugs. I guarded facility entrances to screen visitors, and inspected mail for contraband items. I monitored activities and supervised a variety of work assignments of those inmates which were assigned to my unit, as well as monitored the behavior of inmates within the housing units. I also reported inmate conduct, as well as the quality and quantity of any work completed by the inmates assigned to my unit.

- Process new inmates
- Maintain security of the jail to prevent inmates from escaping
- Ensure inmate safety, proactively engage to reduce the incidence of fighting and other disturbances among population
- Observe and influence inmate behavior
- Conduct inspections for contraband, weapons and facility damage
- Documentation of all movement and incidents
- Use state of the art detection and surveillance equipment

Combat Medic/Healthcare Specialist

U.S. Army - Landstuhl, Germany

March 1981 to November 1983

- As a Patient Care Specialist/Combat Medic in the U.S. Army, I provided limited primary care and emergency medical treatment, as well as health protection services, and emergency disaster-preparedness and evacuation treatment for victims of mass casualties and disasters. I was assigned to a military hospital, and assisted physicians, nurses, and other healthcare professionals to meet the healthcare needs of members of the military and their families. My duties included administering emergency and routine medical treatment to battle and non-battle casualties. I also assisted with outpatient and inpatient care and treatment under the supervision of a physician, nurse, physician assistant, or a Health Care Non-Commissioned Officer in-charge (NCOIC). I supervised medical treatment of less-experienced and novice combat medics in field, clinical, and mobile treatment facilities, as well as during attachments to field deployments.
- Administer emergency medical treatment to battlefield casualties
- Assist with out-patient and in-patient care and treatment.
- Instruct soldiers on combat lifesaver/first responder training course
- Manage soldiers' medical readiness, medical supplies and equipment
- Administer emergency medical treatment to battlefield casualties
- Interview patients and recording their medical histories
- Take patients' temperature, pulse, and blood pressure
- Prepare blood samples for laboratory analysis
- Keeps health records and clinical files up-to-date
- Give shots and medicines to patients
- Prepare patients, operating rooms, equipment, and supplies for surgery
- Administer intravenous solution in the field to soldiers dehydrated from long movements and training.
- Provide Force health protection (FHP) in the furtherance of Army Medical Department's (AMEDD's) mission in the protection warfighting function with critical support to the medical functions of preventive medicine (PVNTMED).
- Provide limited primary care, force health protection. Participate in battlefield evacuation as well as a variety of operational and clinical settings from point of injury or illness through the continuum of military health care.
- Provides emergency medical care/treatment at point of wounding on the battlefield or to battle and non-battle casualties during wartime.
- Administer emergency medical treatment to battlefield casualties.

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- Manage soldiers' medical readiness, medical supplies and equipment. • Administer emergency medical treatment to battlefield casualties.
- Interview patients and recording their medical histories.
- Take patients' temperature, pulse, and blood pressure.
- Prepare blood samples for laboratory analysis.
- Keeps health records and clinical files up-to-date.
- Give shots and medicines to patients.
- Prepare patients, operating rooms, equipment, and supplies for surgery.
- Administer intravenous solution in the field to soldiers dehydrated from long movements and training.
- Treat wounded soldiers and other military personnel.
- Treat service members' families.
- Set up military triage in war zones.
- Treat patients worldwide.
- Provide vaccinations to children in developing countries.
- Assist in any humanitarian relief efforts the U.S. military might be engaged in.
- Provide emergency care to victims affected by natural disasters.
- Work in pre-operative settings applying anesthesia.
- Monitoring wounds for infection.
- Preparing patients for surgeries or debridements.
- Providing preoperative and postoperative care.
- Checking the efficacy of the method used to reduce postsurgical swelling.
- Monitoring pain medication to maintain a level of optimal relaxation and rest.
- Educating the injured patients on how to care for themselves.
- Providing emotional support for patient and patient's family.

Registered Nurse (RN)

Education

Master of Science in Health Science

Cleveland State University - Cleveland, OH

January 2014 to December 2021

M.Ed in Community Health Promotion

Cleveland State University - Cleveland, OH

January 2014 to May 2021

BSN in Nursing

University of Alaska Anchorage - Anchorage, AK

May 2019 to April 2020

BS in Health Sciences/Individualized Studies

The University of Toledo - Toledo, OH

January 2004 to December 2008

Nursing Licenses

RN

Expires: November 2022

State: AK

Skills

- Nursing
- Primary Care Experience
- EMR Systems
- Medical Records
- Developmental disabilities experience
- Care plans
- Venipuncture
- Laboratory Experience
- Triage
- Experience Administering Injections
- Infection Control Training (3 years)
- Epic
- Intelligence Experience
- Climbing
- Critical Care Experience
- Hospital Experience
- Military Experience
- Vital Signs
- Medication Administration
- English
- Customer service

Languages

- English - Intermediate

Military Service

Branch: 91B/91C

Service Country: United States

Rank: Patient Care Specialist/Combat Medic

January 1981 to November 1983

- As a Patient Care Specialist/Combat Medic in the U.S. Army, I provided limited primary care and emergency medical treatment, as well as health protection services, and emergency disaster-preparedness and evacuation treatment for victims of mass casualties and disasters. I was assigned to a military hospital, and assisted physicians, nurses, and other healthcare professionals to meet the healthcare needs of members of the military and their families. My duties included administering emergency and routine medical treatment to battle and non-battle casualties. I also assisted with outpatient and inpatient care and treatment under the supervision of a physician, nurse, physician assistant, or a Health Care Non-Commissioned Officer in-charge (NCOIC). I supervised medical treatment of less-experienced and novice combat medics in field, clinical, and mobile treatment facilities, as well as during attachments to field deployments.
- Administer emergency medical treatment to battlefield casualties
- Assist with out-patient and in-patient care and treatment.
- Instruct soldiers on combat lifesaver/first responder training course
- Manage soldiers' medical readiness, medical supplies and equipment
- Administer emergency medical treatment to battlefield casualties
- Interview patients and recording their medical histories
- Take patients' temperature, pulse, and blood pressure
- Prepare blood samples for laboratory analysis
- Keeps health records and clinical files up-to-date
- Give shots and medicines to patients
- Prepare patients, operating rooms, equipment, and supplies for surgery
- Administer intravenous solution in the field to soldiers dehydrated from long movements and training

Branch: Army

Service Country: United States

Rank: 91-B

March 1981 to November 1983

- Provide Force health protection (FHP) in the furtherance of Army Medical Department's (AMEDD's) mission in the protection warfighting function with critical support to the medical functions of preventive medicine (PVNTMED).
- Provide limited primary care, force health protection. Participate in battlefield evacuation as well as a variety of operational and clinical settings from point of injury or illness through the continuum of military health care.
- Provides emergency medical care/treatment at point of wounding on the battlefield or to battle and non-battle casualties during wartime.
- Administer emergency medical treatment to battlefield casualties.
- Assist with out-patient and in-patient care and treatment.
- Instruct soldiers on combat lifesaver/first responder training course.
- Manage soldiers' medical readiness, medical supplies and equipment.
- Administer emergency medical treatment to battlefield casualties.
- Interview patients and recording their medical histories.
- Take patients' temperature, pulse, and blood pressure.
- Prepare blood samples for laboratory analysis.
- Keeps health records and clinical files up-to-date.
- Give shots and medicines to patients.
- Prepare patients, operating rooms, equipment, and supplies for surgery.

- Administer intravenous solution in the field to soldiers dehydrated from long movements and training.
- Treat wounded soldiers and other military personnel.
- Treat service members' families.
- Set up military triage in war zones.
- Treat patients worldwide.
- Provide vaccinations to children in developing countries.
- Assist in any humanitarian relief efforts the U.S. military might be engaged in.
- Provide emergency care to victims affected by natural disasters.
- Prescribe medication.
- Work in pre-operative settings applying anesthesia.
- Monitoring wounds for infection.
- Preparing patients for surgeries or debridements.
- Providing preoperative and postoperative care.
- Checking the efficacy of the method used to reduce postsurgical swelling.
- Monitoring pain medication to maintain a level of optimal relaxation and rest.
- Educating the injured patients on how to care for themselves.
- Providing emotional support for patient and patient's family.

Certifications and Licenses

BLS/CPR

June 2016 to Present

Secret Clearance

Top Secret Clearance

Advanced Cardiovascular Life Support (ACLS)

May 2021 to Present

Advanced Cardiovascular Life Support (ACLS)

May 2021 to Present

TS/SCI

Pediatric Advanced Life Support (PALS)

June 2021 to Present

Neonatal Resuscitation Program (NRP)

July 2021 to Present

AHA Certification

First Aid Certification

Groups

National Honor Society

July 2021

Alaska Nurse's Association

January 2022 to Present

Additional Information

SKILLS SUMMARY: Focused, highly motivated, and experienced professional, with 30+ years of extensive experience in a variety of fields, including within the healthcare, as well as transportation industry, criminal justice field, and customer service and administrative/clerical arenas. Utilizing my background in working in frequent contact with the public, applying established laws, rules, and regulations, performing administrative and technical procedures according to guidelines set forth by the employing entity, negotiating with others to address concerns and solve issues, and communicating orally to provide information, assistance, and instructions to customer and clients, as well as utilizing a computer to review records, and settle discrepancies. During my time as an undergraduate and graduate student, I independently researched, interpreted, and analyzed academic sources for guidance in writing academic research papers. I am an innovative and energetic team player, relationship builder, and a highly effective communicator.