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|  | LEAH ELLIS  [leahellis11@icloud.com](mailto:leahellis11@icloud.com) | (702) 984-9813 | Las Vegas, NV 89129 |

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| Summary | Diligent and hardworking candidate with over three years’ worth of experience in clinical services, and nearly a decade of customer service experience. |

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| Experience | |  |  | | --- | --- | | **Registered Nurse, Health Service Administrator**  Wellpath | Las Vegas, NV   * Complying with applicable state and local health services regulations and statutes and maintaining all required accreditations * This is accomplished by providing guidance, direction, and support to their staff, ensuring their staff are trained and supported in the delivery of care * Ensure key performance information is provided to your sheriff's department clients, acting as the conduit for the sharing of information between your county and the home office, and collaborating with all functions in the home office as needed * Mentor, coach and support all direct reports * Oversee the scheduling of all personnel * Ensure all performance management activities are completed including, but not limited to performance evaluations, promotions, and disciplinary actions * Identify professional development opportunities for direct reports and other Company employees on their team * Review and approve, with the Director of Operations, his or her team member performance evaluations and completed professional development plans * Verify and approve all charges from off-site medical providers and vendors * Collaborate with all home office functions to ensure program success (HR, IT, Payroll, Finance, etc.) * Liaison with sheriff's and probation department staff regarding operation of the medical unit, delivery of on-site and off-site persons served health services; development, implementation, and revision of policies and procedures; and provision of health services related training for officer staff * Ensure facilities under management achieve clinical, service, and operating objectives * Provide regular written communications on key performance indicators, statistics, facility developments, and important Company developments * Monitor adherence to contract, P&Ps, rules and regulations for assigned counties * Liaison with outside community medical and behavioral health partners to ensure program success * Establish and maintain excellent working relationships with sheriff's staff, custody staff, probation staff, and medical staff * Identify and share best practices with correctional facility staff * Comply with contract reporting requirements * Take an active role, with the Director of Operations on county contract renewals * Coordinate, schedule, and attend quarterly Quality Assurance meetings * Liaison with off-site service providers and suppliers * Perform Quality Improvement audits as outlined in Company's Continuing Quality Improvement Plan * Maintain statistical reports as required * Ensure accreditation/compliance processes are completed * Provide training and standardize in-services and on-boarding for staff as needed * Communicate to physician any potentially significant medical complaint or observation discovered during routine duties * Monitor all on-site and off-site services to ensure quality, appropriateness, and timeliness of services * Ensure confidentiality of persons served health issues by limiting access to medical records to MD and other licensed medical personnel * Ensure health services program documentation is complete, current, accurate, and includes policies and procedures; memoranda of understanding/contracts; monthly, quarterly, and annual narrative and statistical reporting; medical records; job and shift descriptions; credentials of clinical staff * Regularly communicate with mid-level provider(s) and physician(s) to assure proper treatments and medications are administered * Maintain current Policies and Procedures * Monitor compliance to staffing plans, manage changes to staffing plans with input from Director of Operations, Finance, RVP and COO * Document approved changes to staffing plans and ensure all approvals are received * Authorize equipment purchases and communicate needs to home office * Manage key operating metrics * Participate in development of annual operating plan * Be responsible for procurement, control, and maintenance of all pharmaceutical, medical, and administrative supplies and equipment * Perform other duties as assigned   **Registered Nurse**  Wellpath | Las Vegas, NV   * Delivery of patient care through the nursing process of assessment, planning, implementation, and evaluation * Directs and guides patient teaching and activities that commensurate with his / her education and demonstrated competencies * Review nursing plans to ensure data collected, nursing diagnoses, and proposed nursing care plans are relative, and that they confirm with authorized policy and procedures * Review medical records to ensure nursing practice provided is within boundaries of State guidelines, and that all nursing recordings are in legible SOAP format to include the date, time, signature, and discipline * Ensure all referrals for consultation, treatment or resolution of problems are valid and applicable to the documented nursing plans * Monitor the nursing service, ensuring the provision of progressive patient care plans, employing the total team approach including patient teaching and self-care   **Travel Registered Nurse**  Aequor Healthcare Services | Las Vegas, NV   * Acted as primary RN on telemetry unit * Performed nursing care for telemetry unit patients * Assessed patient physical, social, language or mental needs * Provided support services regarding treatments and administration of medication as ordered * Continuously monitored patients' conditions * Provided life-saving interventions * Provided discharge planning * Performed direct clinic nursing administrative duties * Evaluated nursing care delivered by other non-licensed student workers   **Registered Nurse** | **05/2022 - Present**  **03/2022 – 05/2022**  **12/2020 – 03/2021**  **07/2019 - 09/2020** |   Dixie Regional Medical Center | St. George, UT   * Assess multiple patients throughout the shift * Apply nursing knowledge to accurately take care of patients * Participate in daily wound care changes, drains, tubes, etc. * Demonstrate cultural competency and compassion  |  |  | | --- | --- | | **Nurse Apprentice** | **05/2018 - 11/2018** |   Sunrise Hospital and Medical Center | Las Vegas, NV   * Successfully performs tasks demonstrated in my program of education * Provide exceptional care to various demographics under direct supervision of registered nurse * Demonstrate cultural competency  |  |  | | --- | --- | | **Hostess** | **12/2013 - 07/2017** |   Hecho en Vegas inside the MGM Grand | Las Vegas, NV   * Promptly greet and seat guests as they arrive * Take and confirm reservations * Provide accurate wait times * Provide excellent customer service and ensure a pleasant dining experience to each guest  |  |  | | --- | --- | | **Hostess** | **07/2013 - 12/2013** |   Comme Ca inside the Cosmopolitan of Las Vegas | Las Vegas, NV   * Promptly greet and seat guests as they arrive * Take and confirm reservations * Provide accurate wait times * Provide excellent customer service and ensure a pleasant dining experience to each guest  |  |  | | --- | --- | | **Hostess/Cashier** | **03/2013 - 07/2013** |   Bistro Napa inside the Atlantis Casino | Reno, NV   * Promptly greet and seat guests as they arrive * Take and confirm reservations * Provide accurate wait times Operating cash register * Provide excellent customer service and ensure a pleasant dining experience to each guest  |  |  | | --- | --- | | **Sales Associate** | **10/2011 - 12/2012** |   California Sun Center | Sparks, NV   * Promptly greet customers * Operate cash register * Demonstrate outstanding customer service and selling skills  |  |  | | --- | --- | | **Sales Associate** | **04/2009 - 08/2011** |   Rack Room Shoes Inc. | Henderson, NV   * Promptly greet customers * Operate cash register * Demonstrate outstanding customer service and selling skills |

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| Education | |  |  | | --- | --- | | **Bachelor of Science**: Nursing |  |   Roseman University of Health Sciences | | Henderson, NV, US   * 4.0 GPA * College of Nursing Student Scholarship Recipient * Student Nurse Association July 2017 Liaison  |  | | --- | | **Bachelor of Science**: Pre-Nursing |   University of Nevada, Las Vegas | | Las Vegas, NV, US   * Awarded Millennium Scholarship  |  | | --- | | **Bachelor of Science**: Pre-Nursing |   University of Nevada, Reno | | Reno, NV, US   * Member of Delta Delta Delta Sorority * Awarded Millennium Scholarship |

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| Certifications | Basic Life Support (BLS) Certification  ACLS |