# Objective

To be in a position in which I can utilize my clinical and managerial skills to promote high level operations within an organization. I aim to serve as an advocate for patients and families while meeting company financial and operational goals.

# Licenses/Certifications/Computer Skills

Active RN License – GA RN243184/ BLS, ACLS, PALS, TNCC, SANE / MS Word, Excel, Outlook and PowerPoint, Meditech EDM, Horizon HEC, Quickbooks, Quicken, Certified Personal Trainer, BLS Instructor

# Experience

## McClure Health Science High School – Duluth, GA March 2019 – Present

*Health Science Coordinator*

* Provides project management, data analysis, performance improvement and other general administrative assistance
* Ensures all memorandums of understanding and documents are up to date, drafted, signed and published
* Establishes community partnerships with medical facilities and business leaders
* Coordinate and create simulation activities for medical practice
* Assists with selection and presentations to Advisory Board and Foundation Boards of MHSHS
* Organizes training programs for teachers and other shareholders
* Oversees projects and performs project management duties for new build-out spaces, equipment and educational programs
* Develops recommendations to resolve substantiative issues and problems pertaining to work operations effectiveness and efficiency
* Serves as a subject matter expert on the operations and processes related to the curriculum, instruction, program development, and skills teaching for students enrolled in programs
* Acts as liaison between community partners and academic program to create learning opportunities for students enrolled in healthcare pathway courses
* Creates and performs presentations related to program information to board members, community members, families, and community partners
* Co-advisor for HOSA (Future Health Leaders) to encourage leadership, project management, and networking experience for students who are members
* Ensures compliance of programs with the Georgia Department of Education Standards as well as current industry trends
* Makes recommendations of future program options based on statistical data of job options available in the current and projected job market
* Consults with GA Department of Education to make recommendations for future curriculum options and certification options

## Northside Gwinnett – Lawrenceville, GA November 2014 – Present

*Staff Nurse – Emergency Department*

* Provide care for Emergency Room patients at a level II trauma center
* Experience in managing multiple critically ill patients

• Perform patient assessment and nursing diagnosis

• Document assessments, care plans, and outcomes

• Provide information and support to patients and family members regarding condition and plans

• Collaborate with physicians and midlevel providers for plan of care for patients

* Work with ancillary teams in emergency medical care of patients

**Mosaic Georgia - CAC – Duluth, GA** July 2017 – Present

## *Sexual Assault Nurse Examiner (SANE)*

* Function as on-call SANE to provide forensic medical exams for patients presenting to Mosaic for services
* Treating injuries and providing emotional support and are to the victims of sexual assault
* Performing medical tests on victims and using rape kits for collecting samples
* Directing and coordinating nursing care for patients with other medical staff
* Providing timely medical assistance to victims and assuring their well-being
* Assessing patients’ psychological and medical conditions and ensuring mental stability
* Identifying needs of patients who have experienced sexual assault and performing medical intervention
* Work closely with law enforcement to provide information regarding examination results and evidential findings

## *Public Health Educator* February 2018 – March 2019

## Developed community outreach plan that identifies key stakeholders by type that serve special or specific populations

* Established and maintained sustainable and effective professional collaborative relationships with medical healthcare facilities
* Created system for frequent contact with allied professionals and stakeholders
* Created in-service or training modules that can be delivered in varied time constraints, and customize by audience as appropriate
* Encouraged referrals to Mosaic Georgia for child forensic-medical exams (acute and delayed) and child forensic interviews from health care providers, DFACS, youth-serving organizations, and others
* Actively participated in programs to promote the recruitment, retention and development of a statewide and nationally recognized FNE/SANE program
* Stayed current on community awareness programs and opportunities to share resources and outreach, awareness on sexual abuse/assault, domestic violence, and new ideas for introducing intervention strategies to respond to and/or prevent abuse

*Clinical Services Coordinator*  July 2017 – January 2018

• Responsible for coordination of recruitment and orientation to the Forensic Nurse Examiner (FNE) program

• Responsible for the development, coordination and evaluation of educational activities related to the FNE program

* Functioned as a teaching and collaborative role
* Worked closely with SART coordinators and advocates in providing high quality care to patients affected by DV or SA

• Functioned as a role model in patient care, provides a high level of clinical expertise by selecting and preparing

nurses for the FNE role

• Participated in programs to promote recruitment, retention and development of FNE program

• Developed and maintained appropriate departmental polices related to the FNE program to include policy revisions, corrections, and monitoring.

• Collected statistics related to forensic patients.

• Prepared and manages the FNE budget

• Considered cost containment and efficiency related to the program

• Maintained knowledge of current clinical concepts and practices

• Testify in court as an expert and assist other Forensic Nurses in preparing for court testimony

• Work collaboratively with law enforcement, Attorney General’s Office and local victims services

• Established and maintained ongoing collaborative relationships within the Emergency Department and all departments

within the organization

• Aware of regulatory standards, requirements and assists in facilitation of implementation and compliance to same.

• Worked within the community to educate on FNE program and violence prevention

• Participated in long range planning, goal setting, program development and evaluation for the FNE program.

• Acted as a 24 hour on-call resource to program participants

• Facilitated change to enhance professionalism, efficiency, competency and cost containment within

the FNE program

• Ensured a safe work environment, adhering to established departmental safety rules and practices, reporting to a

supervisor, in a timely manner any unsafe activities, conditions, hazards, or safety violations that may cause injury to

oneself, other employees, patients and visitors

• Responsible for scheduling and time sheets of FNE team

• Performed HR and disciplinary council among nursing staff

## Northeast Methodist Hospital – Live Oak, TX July 2012 – October 2014

*Staff Nurse to Charge Nurse – Emergency Department*

* Cared for Emergency Room patients at a level IV trauma center with 25 ER beds, three trauma bays, and average of

140-160 patients per day; assigned to 3-4 beds per shift

• Experienced in Trauma Rooms of facility, managing multiple critically ill patients

• Performed patient assessment and nursing diagnosis

• Documented assessments, care plans, and outcomes

• Provided information and support to patients and family members regarding condition and plans

• Collaborated with physicians and midlevel providers for plan of care for patients

• Cared for cardiac, neuro, and trauma patients on daily basis along with multiple complex medical comorbidities

* Supervised staff engaged in direct patient care and ensured quality services

• Managed shift operation efficiently and effectively

• Report personnel and patient care status, issues, and information

• Assessed daily patient care needs and developed and distributed patient care assignments

## Babcock Surgical Center – San Antonio, TX May 2012 – June 2013

*Pre-Op and PACU RN*

* Provided pre-op education, evaluation, and preparation for patients prior to procedures

• Provided acute care for post-operative patients recovering from anesthesia at an ambulatory surgical center

• Managed assessments, nursing diagnosis and formulation of the written plan of care

• Identified and managed life threatening post-operative and anesthetic complications

**Meiko, USA – Nashville, TN** September 2006 – November 2007

*Marketing Assistant*

* Developed tool to track and monitor personal sales opportunities, deals in progress and finished contracts.
* Communicated regularly with territory, regional and strategic managers for daily support and strategic planning for accounts.
* Planned and executed special events and marketing programs.
* Coordinated trade show locations, equipment transfers, set up and break down of stage, complete applications for approval to participate in shows, organization of equipment specs
* Answered calls generated by sales leads, connecting reps with potential customers that contacted for additional information or to schedule demos

## Foot and Ankle Clinics of Tennessee – Murfreesboro, TN December 2004 – September 2006

*Office Administrator*

* Directly supported CEO in managing operation workflow to include multi-facility MD credentialing

• Handled, processed and distributed confidential patient information

• Created databases and spreadsheets to improve inventory management and reporting accuracy

• Consistent record of improving productivity, reducing costs, and resolving complex departmental issues

• Prepared and distributed payroll for staff of 15 employees

• Managed medical supply inventory, insurance records, patient charts and company files using online tracking

system

• Managed daily office operations and maintenance of equipment, maintaining accurate records for all business

supplies

• Processed accounts receivable and accounts payable

# Education

## Masters of Science Nursing - Nurse Educator 2021

University of Phoenix – Phoenix, AZ

## Forensic Nurse Examiner Training – FNE 2017

Mercy Medical Center – Baltimore, MD

## Bachelors of Science - Nursing 2011

University of Texas at El Paso, El Paso, TX

## Bachelors of Business Administration - Marketing 2006

## Middle Tennessee State University – Murfreesboro, TN

**Volunteer/Community Involvement**

**Partnership Against Domestic Violence –** Fundraising and awareness campaigns

**Dacula Athletic Association** – Board Member of Basketball division (2020-Present)

Volunteer Basketball Coach (2017 – Present)

**MRC Gems** – Volunteer Medical Services