

Mari Rice, RN-BSN

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Education

BACHELORS OF SCIENCE IN NURSING | MAY 2018 | UNIVERSITY OF ILLINOIS AT CHICAGO

Licensures & Certifications

- Registered Nurse: Illinois Board of Nursing
- Certified in CPR for Healthcare Professionals: American Heart Association – Active
- Certified Nursing Assistant – Obtained December 2012

Work Experience

SUBURBAN EAR NOSE & THROAT | ALLERGY DEPT | AUGUST 2019-PRESENT

Allergy Immunology Nurse

- Responsible for assisting physician with patient care by controlling allergy shot patient flow, obtaining and documenting necessary history, vital signs, performing assigned procedures, and providing patient education.
- Administers prescribed allergy testing, medications and treatments. Maintains accurate patient records. Maintains patient, employee and clinic confidentiality.
- Assures patient stays for required observation time post-injection(s).
- Reacts appropriately in patient reaction situations; informs physician and/or other clinical staff as necessary to mitigate adverse reactions.
- Learn and perform immunotherapy vial mixing procedures.
- Responsible for following OSHA regulations and for reporting improperly operating medical equipment to supervisor.

RESPITE CARE IN THE HOME, INC | HOME HEALTH CARE | SEPTEMBER 2013-JANUARY 2019

Certified Nursing Assistant

- Monitor patient condition by observing physical and mental conditions, intake and output, and exercise.
- Assists patients by providing personal care such as bathing, dressing and grooming.
- Helps patients care for themselves by teaching use of cane or walker, special utensils to eat, special techniques and equipment for personal hygiene.
- Records patient information by making entries in the patient journal; notifying supervisor of changing or unusual conditions.
- Supports patients by providing housekeeping and laundry services, shopping for food and other household requirements; preparing and serving meals/snacks; running errands.

- Maintains a safe, secure and healthy patient environment by following asepsis standards and procedures, maintaining security precautions, following prescribed dietary requirements and nutrition standards and procedures.

**CITY OF DES PLAINES MUNICIPALITY | PUBLIC WORKS/ENGINEERING | JUNE 2014-
SEPTEMBER 2018**

Water Meter Clerk/Engineering Clerk—Public Works and Engineering Department

- Coordinate with Water Operator the read date and set up the handheld readers; import the bi-monthly reads for utility accounts after Operators complete reading process.
- Maintenance of customer water accounts/records and keep databases up to date; confidential record keeping.
- Compilation and entry of water meter reading information into billing system.
- Create transmittals and send hard copy drawings and electronic drawings to customers; types memos, correspondence, reports, and other documents.
- Provide excellent customer service to our residents by professionally administering all incoming calls, directing the caller to the appropriate associate and providing callers with information such as directions, phone numbers, website and other related information.
- Perform general clerical duties such as typing, filing, spreadsheets, and data entry/retrieval.
- Perform other miscellaneous tasks at the discretion of the Assistant Director of Public Works and Engineering Department.

Affiliations

- Sigma Theta Tau- International Honor Society of Nursing
- University of Illinois at Chicago Urban Health Program
- Tau Sigma National Honor Society
- Phi Theta Kappa Honor Society

Skills

- Proficient in Cerner EMR PowerChart and Epic EMR, Prime Suite EMR.
- Macintosh Productivity Suite, ADLware, HealthWyse EMR.
- Proficient in Microsoft Office Suite: Excel, Word, PowerPoint, Access Database and Outlook.
- Linguistics: English (native), Spanish (native), American Sign Language (conversational ASL) and French (conversational).