

NATASHA WESTBROOKS

▪ 9208 Sterling Gate Drive ▪ McKinney, TX 75072 ▪ nwestbrooks2@gmail.com ▪ 630-814-9994 ▪

OBJECTIVE

To work for an organization in a highly motivating and challenging environment that provides the best opportunities to grow and utilize my potential to the fullest in order to achieve the organization's goal while achieving my personal goals.

EDUCATION

Chamberlain University College of Nursing		Chicago, Illinois
▪ Master of Science in Nursing	Expected Graduation Date:	March 2023
▪ Bachelor of Science in Nursing		September 2020
DeVry University		Chicago, Illinois
▪ Bachelor of Science in Healthcare Management		December 2014

LICENSURE, CERTIFICATIONS, & SKILLS

▪ Registered Nurse – State of IL	August 2020 – Present
▪ Registered Nurse – State of TX	March 2022 – Present
▪ Basic Life Support (CPR & AED) – American Heart Association	Expiration: April 2023
▪ Electronic Medical Records (EMRs)	EPIC, Meditech, Cerner, McKesson

HEALTHCARE EXPERIENCE

Registered Nurse (Ambulatory Surgery / Clinic)–St. Alexius Medical Center (Hoffmann Estates, IL) Aug 2021-Dec 2021

Services offered at healthcare facility: Pain Clinic, Eye Laser Surgery, Infusions

- Infusions: Initiated and maintained IV lines and tubing, administered medications and fluid therapy, and educated patients on line maintenance and treatment.
- Continuously monitored patient throughout treatment and observed for potential drug complications.
- Provided wound care and dressing changes as ordered.
- Pain and Eye Clinic: Pre-op: Assessed, instructed, and prepared patients for surgery. Ensured operative and informed consents are signed and on file. Recorded vital signs. Initiated IV lines and ensured patency.
- Post-op: Monitored vital signs, charted findings, answered any patient questions and ensured comfort measures. Monitored patient for any changes in condition and reported to the physician. Monitored wound and provided appropriate dressing changes as needed. Provided post care education and instructions.
- Intra-op: Gathered all supplies including medications required for the procedure, set up the operating room, and positioned and prepared patient on the operating room table.
- Performed sponge, needle, and instrument counts. Ensured consent is on file. Performed time outs and monitored sterile field to maintain sterility.

Registered Nurse (Operating Room ASC) – Loyola University Medical Center (Maywood, IL) Sept 2020 – August 2021

- Planned, administered, and evaluated surgical nursing care based upon nursing assessment of needs and physician's orders for care of assigned surgical patients.
- Assessed, monitored, and communicated patient conditions as appropriate.
- Gathered all supplies including medications required for the procedure, set up the operating room suite, and positioned and prepared the patient on the operating room table.
- Performed sponge, needle, and instrument counts.
- Demonstrated the ability to prioritize tasks and flexibility under a variety of conditions, maintained a positive attitude, functioned as a team member, and ensured charting is complete and accurate.
- Positively contributed to safety outcomes and promoted high quality patient experiences.
- Knowledgeable of the principles and techniques of operative procedures following AORN standards and guidelines.
- Familiar with the following services for pediatric and adult patients, but not limited to: ophthalmology surgery, pain management, plastic, cosmetic, and reconstructive surgery, burns including laser surgery, colon and rectal surgery, ENT, general surgery, gynecology surgery, orthopedic surgery, oral/dentistry, podiatry, surgical oncology, and urology surgery.

Registered Nurse (Covid Vaccine Clinic) – Loyola University Medical Center (Maywood, IL) January 2021 – Present

- Assessed and conducted health screens on patients eligible for Covid-19 vaccine.
- Prepared and administered vaccines in accordance with current guidance and recommendations.
- Documented accurately and timely as required, and monitors patient's condition for any changes post-vaccination.

Nurse Assistant 2 – Rush University Medical Center (Chicago, IL) January 2020 – September 2020

- Performed a variety of clinical and environmental tasks under the supervision of a Registered Nurse to gain meaningful clinical experience on a medical surgical floor that holds up to ~40 patients.
- Maintained a safe patient environment, assisted patients with activities of daily living, participated in the implementation of individualized plans of care, performed routine procedures, treatments, and specimen collections, promptly reported changes in patient condition to the appropriate nurse, and assisted with admission discharges, and transport of patients.

WORK EXPERIENCE

Personal Assistant

Matthew Tanner/Silent Investment Real Estate, LLC (Allen, Texas)

February 2022-Present

- Assist with daily time management and organization of paperwork/files
- Schedule meetings and manage calendars, take accurate and comprehensive notes at meetings, and draft correspondence such as emails and letters.
- Run errands as requested

Sr. Executive Admissions Advisor

Chamberlain College of Nursing/Adtalem Global Education (Chicago, Illinois)

January 2010 – August 2017

- Upheld Chamberlain's purpose of empowering students to achieve their career and educational goals
- Recruited and managed files using Salesforce.com
- Conducted interviews with nurses (prospective students) who were interested in pursuing furthering their education
- Evaluated the prospective student's needs, interests and qualifications while providing clear and concise information to help the prospective student make an informed decision to attend or not attend the school
- Consistently achieved/exceeded the expected goals and objectives of a suite of quantitative and qualitative metrics including, but not limited to enrollments, starts, conversion rate, show rate, schedule/queue adherence, script adherence, compliance, and program/product knowledge
- Professionally assisted prospective students through the admissions process in accordance with all applicable federal and state regulations, school policies and procedures, and in compliance with all accrediting standards and requirements
- Floor trainer for new employees; mentor; conducted trainings for performance improvements, and committee member for region initiatives

ACT Coordinator/Billing Integrity Representative

Life Watch Inc. (Rosemont, Illinois)

2008 – 2010

- Responsible for processing enrollments accurately and timely to appropriate insurance carriers
- Developed and maintained effective relationships with patients, insurance accounts, and medical staff
- Compiled data, computed fees and charges, prepared invoices for billing purposes
- Maintained strictest confidentiality; adhered to all HIPAA guidelines/regulations
- Maintained a high level of productivity to meet and exceed established goals

Registrar II/Administrative Assistant

Central DuPage Hospital (Winfield, Illinois)

2006 – 2008

- Responsible for the coordination of the registration process for all outpatient patients
- Consistently provided the highest level of customer service over the phone and in person
- Verified demographic and insurance information, explained policies and scheduled appointments
- Billing functions, accurate charge and payment posting and assigned the accurate diagnosis code and modifier

Transportation Security Officer

Department of Homeland Security (Chicago, Illinois)

2004 – 2006

- Secured homeland by enforcing the ban of prohibited items onto our aviation transportation
- Maintained a positive attitude while working under extreme conditions
- Able to stand and maintain stability for eight hours plus
- Remained calm and focused while handling difficult situations with the traveling public
- Made quick, responsible decisions while on duty under high level of terrorist alert
- Able to remain confidential under strict and enforced policy guidelines

VOLUNTEER & MEMBERSHIPS EXPERIENCE

Volunteer – *Branch Community Church*

January 2014 – December 2021

- Serve as a volunteer in the children's ministry center, provide daycare during bible study and church services to children ages 6 months and up, greeter to new and current members, and assist with check-in for extra-curricular activities and events.

Member – *Association of Perioperative Registered Nurses*

September 2020 – present

Member – *Sigma Theta Tau International Honor Society of Nursing*

January 2019 – present