



CONTACT

10489 Canyon Sage Dr
El Paso, TX 79924
rn.lorenag@gmail.com
512.584.7528

SKILLS

Bilingual
Patient Education
Creating Plan of Care
HIPAA Compliance
Medication Administration
Care and Discharge
Planning
Teamwork
Compassion
Interpersonal Skills
Attention to Detail
Time Management
Problem Solving
Organizational Skills

EDUCATION

Bachelor of Science –
Nursing
South University, Austin, TX
Expected Completion Date:
December 2021

- Treasurer, Student Nursing Association
- 6 Quarters of Clinical Experience

LORENA GUTIERREZ-BONILLA

BSN, RN

Registered Nurse

PROFILE

Skilled and dependable Licensed Registered Nurse with 14+ years of experience in the medical field trained to work in fast paced high stress environment while maintaining calm under pressure seeking a PRN position to aid in relief of filling open shifts with the company.

PROFESSIONAL EXPERIENCE

Labor & Delivery Nurse

Del Sol Medical Center, El Paso, TX 2022 – Present

- Assessing, planning, implementing maternal and fetal patient care, while modifying treatment plans as required by patients' response and condition
- Assist physician during delivery, treatment, examination, and surgical procedures
- Administer prescribed medication while monitoring maternal and fetal vital signs
- Monitoring fetal heart rate for abnormalities and performing interventions as needed
- Provide pre, intra, and post operative care to patients undergoing Cesarean Sections

Optometric Tech/Coding and Billing

Honest Eye Doctor, Round Rock, TX, 2020 - 2022

- Working hand in hand with the Optometrist to provide patient care
- Collecting patient history and maintaining a complete EMR
- Providing patient education on procedures and medications prescribed
- Demonstrating care and maintenance of lenses to patients
- Conducting all exam prescreening such as: visual acuities, depth perception, pressure, and pupil reflexes, and taking Optomap retinal photos
- Assisted in managing insurance claims, invoices, and patient payments
- Properly coding services, procedures, and treatments
- Preparing and sending invoices and claims for payment



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VOLUNTEER

Treasurer
Texas Student Nursing
Association- South
University Chapter

PROFESSIONAL EXPERIENCE

Office Manager, Biller, Optician

Austin Pediatric Ophthalmology, Austin, TX, 2017- 2019

- Working closely with staff: education, goal setting, delegating
- Hiring and training new employees
- Organizing and scheduling surgical procedures at local hospitals and surgery centers
- Patient communication and education regarding surgical procedures
- Handling patient complaints in a professional manner
- Assisted in managing insurance claims, invoices, and patient payments
- Properly coding services, procedures, and treatments
- Preparing and sending invoices and claims for payment
- Caught up claims that were +6 months past timely filing
- Monitoring inventory of glasses and contacts
- Training patients on proper care and use of contact lens and glasses
- Fitting and adjusting glasses to patients' needs
- Running diagnostic tests on patients

Front Desk Coordinator

Austin Area Birthing Center, Austin, TX, 2016- 2016

- Greet patients upon arrival
- Communicating with patients' regarding upcoming appointments or testing
- Collaborating with Midwives to educate and inform potential patients
- Answer phone calls and emails from patients
- Maintain the schedule
- Payment collection and insurance application
- Problem solve any situations that may arise
- Maintain a tidy waiting area
- Open and close the office



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PROFESSIONAL EXPERIENCE

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VOLUNTEER

Treasurer
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Association- South
University Chapter
2021- Took part in mass
COVID vaccination clinics in
Austin, Tx

Optician

Vision Source, Austin, Tx 2014-2016

- Working hand in hand with the Optometrist to provide patient care
- Taking patient history and maintaining a complete EMR
- Providing patient education on procedures and medications prescribed
- Demonstrating care and maintenance of lenses to patients
- Assisting patients in the proper fitting of frames
- Providing adjustments and repairs of glasses
- Conducting all exam prescreening such as: visual acuities, depth perception, pressure, and pupil reflexes, and taking Optomap retinal photos
- Conducting extensive testing and procedures such as OCT and Visual fields
- Assisted in managing insurance claims, invoices, and patient payments
- Properly coding services, procedures, and treatments
- Preparing and sending invoices and claims for payment

Front Desk Coordinator

Grendahl Eye Associates, Anchorage, Ak, 2010-2013

- Greeting patients upon arrival
- Communicating with patients' regarding upcoming appointments or testing
- Answer phone calls and emails from patients
- Maintain the schedule
- Payment collection and insurance application
- Problem solves any situations that may arise
- Maintain a tidy waiting area
- Open and close the office
- Contact patients regarding past due balances (collections)



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PROFESSIONAL EXPERIENCE

C.N.A

Providence Hospital, Anchorage, AK, July 2007 – September 2011

- Provided safe bedside care and support to residents in a 250+ bed facility
- Assisted patients with ADLs such as bathing, grooming, toileting, and eating
- Checked vital signs
- Documented patient stats in Medical Record
- Worked closely with Nurse
- Transported patients to and from appointments
- Administered therapeutic treatments
- Built long lasting relationships with residents, family members, and team members
- About 2 years in, I was promoted to the Operating Room Surgical Registrar where I:
 - Scheduled surgical procedures
 - Billing for surgical equipment and medications
 - Drafting worksheets and memos
 - Maintaining the OR schedule
 - Ensuring proper equipment was available for procedures
 - Working closely with nurses, techs, and doctors all while multitasking and maintaining organization in a fast-paced environment with little to no supervision

PROFESSIONAL DEVELOPMENT

I have always known that I wanted to be in healthcare, I just wasn't sure where. That is why, throughout my professional career, I tried to experience as many aspects as possible. That is how I determined that I wanted to be in direct patient care. During the course of my BSN Nursing Program, I had the opportunity to work with some incredible nurses and clinical instructors who praised my eagerness to learn, help, and my compassion.