Work Experience

**Staff Nurse**

Northside Gwinnett

August 2019 to Present

ER Observation RN

**Progressive Care Unit Charge RN/Staff RN**

Eastside Medical Center -

Snellville, GA

January 2017 to July 2019

• Serves as unit Charge Nurse; providing resource and assistance to staff nurses and CNAs.   
• Serve as a preceptor to Nurse Residents and new Nurse hires.   
• Performs duties in accordance with unit specific standards of care and evidence by documentation, observation and competencies.   
• Carry out physician orders in a timely manner.   
• Administer prescribed medications, change dressings, clean wounds, monitor vital signs and EKG rhythms.   
• Serves as the primary coordinator of all disciplines for well-coordinated patient care.   
• Monitors, records and communicates patient condition as appropriate utilizing computerized documentation systems.   
• Instructs and educates patients and families regarding tests, procedures, equipment and medications, etc.   
• Assesses and coordinates patient's discharge planning needs with members of the healthcare team.   
• Delivers age, spiritually and culturally appropriate nursing plan of care.   
• Orients and mentors new staff members.   
• Follows Standard Precautions using personal protective equipment as required.   
• Delivers care in a safe and effective manner.   
• Delivers medication according to policy; ensuring accuracy in scanning and documentation of meds   
• Participates in process improvement activity standards.   
• Maintains patient/employee confidentiality and privacy; HIPAA.

**Patient Care Technician**

Gwinnett Medical Center -

Lawrenceville, GA

July 2015 to December 2016

• Provide direct patient care of ill and/or injured patient loads of up to 15, under the supervision of the nursing staff.   
• Promptly attend to patient call bells to assist with feeding, bathing, toileting, skin care, etc.   
• Monitor vital signs according to the care plan and report any abnormal readings to the Nurse in a timely manner.

**Nurse Extern**

Gwinnett Medical Center -

Lawrenceville, GA

May 2015 to July 2015

• Worked under the direct supervision of a preceptor in order to provide patient care   
• Worked closely with the unit clinical coordinator to ensure that I was achieving set goals   
• Received an in-depth introduction into the daily tasks of a nurse   
• Assisted Patient Care Technicians with various aspects of patient care

**Center Manager**

Quick Weight Loss Centers -

North Miami Beach, FL

January 2007 to January 2008

• Managed three (3) centers, each time improving sales numbers and new client enrollments   
• Responsible for all administrative tasks within the center.   
• Attended all corporate management meetings and disseminated information to staff members.   
• Responsible for delegating, overseeing, and ensuring that all services performed and provided by the center were carried out in a safe, efficient, and timely manner.   
• Ensured that the center is properly opened and closed each day in accordance with company policy.   
• Responsible for enrolling new clients to the WLC program and ensuring that they are placed on the correct nutritional guidance program.   
• Demonstrated and trained on good sales tactics and encouraged tasteful aggressiveness through my personal actions, attitudes, and work habits.   
• Oversaw the sales made by other staff members to ensure properly executed contracts and paperwork.   
• Continuously trained, reviewed, tested, updated, evaluated and strived to further develop the skills, knowledge, and work performance of center employees.

**Executive Assistant to the COO/HR-hiring**

Majestic Properties -

Miami, FL

November 2005 to July 2006

• Coordinated travel schedules for both COO and CEO   
• Supervised Receptionist staff in four different offices   
• Prepared meeting agendas and took meeting minutes at all board and departmental meetings   
• Negotiated contracts with all vendors in order to save the company money on products and services   
• Maintained various types of public and confidential office files, both electronic and physical   
• Created and placed job ads and utilized various staffing firms and online employment resources   
• Reviewed resumes, screened and selected candidates for interview, scheduled and conducted first-line interviews for each position within the company

Education

**Associate of Nursing in Registered Nurse Program**

Gwinnett Technical College -

Lawrenceville, GA

May 2016

**Master of Science in Movement Sciences in spec. Sport Psychology**

Barry University -

Miami, FL

May 2007

**Bachelor of Arts in Psychology in Psychology**

Clarion University -

Clarion, PA

May 2003

Nursing Licenses

**RN**

State: GA

**RN**