**Stephanie Elendu**

| (832) 620-9723 | [selendu@gmail.com](mailto:selendu@gmail.com)

**MED-SURG/TELE, IMU RN II**

An empathetic, culturally sensitive, experienced and dedicated **Registered Nurse II** combining clinical/nursing experience in **critical care,** **long term acute care,** progressive care and **medical surgical/adult health**, home health, and community health with a **Master of Health Administration** (*Concentration in Gerontology*) to join your elite team of nurses. Builds therapeutic patient relationships while developing patient care plans, collaborating with multidisciplinary medical/patient care teams, delivering patient education, complying with HIPAA, and providing holistic patient-centered nursing care using evidence-based practices.

*Dedicated to Delivering Quality Patient Care in Line with Evidence-Based Nursing Practices and Texas Standards of Care*

Nursing Care | Builds Therapeutic Patient Relationships | Delivers Patient-Focused Nursing Care |Evidence-Based Practices

HIPAA | Empathetic Listener | Patient Assessments | Patient Care Plans | Diagnostic Interviews | Texas Standards of Nursing

Case Presentations | Manages Large Patient Volumes | Patient Education | Medication Administration | Patient Interventions

Fall Prevention | Basic Life Support (BLS) | Airway Management | Infection Control | Assess Labs/Test Results/Vital Signs | ACLS

**Core Qualifications**

* Patient and family focused
* Culturally competent care
* Talented leader and listener
* Strong client contact
* Flexible and resourceful, using organizational talent, time-management and planning skills to deliver projects on time and on budget.

**EDUCATION**

**BACHELOR OF SCIENCE IN NURSING (BSN)**

UNIVERSITY OF TEXAS AT ARLINGTON: Arlington, TX – GPA: 3.304

**ASSOCIATE OF SCIENCE: NURSING (ADN)**

International College of Health Sciences: Boynton Beach, FL – GPA: 4.0

**MASTERS’ DEGREE: HEALTHCARE ADMINISTRATION (MHA)**, *Concentration in Gerontology*

University of Phoenix: Phoenix, AZ – GPA 3.86

**BACHELOR OF SCIENCE (B.S.): BUSINESS MANAGEMENT**

University of Phoenix: Phoenix, AZ – GPA 3.70

*Previously Received an* ***Associate of Arts in Health-Care Administration*** *with a GPA of 3.88 at University of Phoenix*

**CLINICAL NURSING EXPERIENCE**

**HOUSTON METHODIST HOSPITAL**

* **Provides Empathetic Nursing Care to Each Patient** while actively listening to the concerns/issues of each patient, using therapeutic communication techniques, building patient trust/rapport, easing anxiety levels, portraying competency, and adhering to Texas Standards of Nursing.
* **Administers Physician Prescribed Medications and Treatments** (IV/parenteral, subcutaneous, and oral), collected specimens, set up medical/nursing equipment, calculated correct doses, insert/maintained catheters, managed PIVs, titrated drips, performs infusion therapy, conducted airway management, and delivered total parenteral nutrition (TPN).
* **Delivers Patient Education** to ensure continuity of patient care following discharge.

**WORK EXPERIENCE**

**February 2020 – March 2022 (Med Surg/Tele, IMU Units)**

Houston Methodist Hospital – RN II

* **Orders and Performs Laboratory/Medical Tests** to evaluate patient conditions and responses to treatment.
* **Protects the Lives of Each Patient** by monitoring and tracking their progress and responses to treatment, responding to medical codes and emergency situations, administering basic life support (BLS), and performing treatment interventions.
* **Conducts Patient Assessments** (patient medical histories, physical exams, and laboratory/test result reviews), gathered chief complaints, took vitals (heart rate, respiratory rates, blood pressure, temperature, pulse rates, and heart/lung sounds), and identifies abnormalities.
* **Formulates Patient Care Plans** that optimizes patient outcomes.
* **Documents Patient, Healthcare, and Treatment Data** in a variety of electronic medical/healthcare records systems (EPIC, EMR/EHR) in compliance with HIPAA regulations.
* **Reduces Safety Risks for the Hospital, Staff, Visitors, and Patients** by complying with universal infection control, safe patient handling, bloodborne pathogen, hygiene and fall prevention protocols.
* **Communicates Patient Progress** by delivering and receiving shift reports.

**From 2013 to 2014, I took time off to have my baby and was on maternity leave to care for my newborn. From 2015 to 2020, I operated my private consultancy business from home while I also enrolled in college and completed my Masters’ degree in Healthcare Administration (University of Phoenix 2016) ADN degree in Nursing (ICHS 2017) and BSN degree in Nursing (UT Arlington 2020)**

**January 2008 – October 2012**

Colby D. Health Care, Houston, TX

**Office Manager**

* Planned and oversaw the delivery of health care within my organization.
* Researched problems, questions or correspondence to provide the best solutions available within policy or contract guidelines.
* Oversaw facility operations and budgets, and manage professional staff
* Worked with Customer Service to resolve balance bill issues and other member complaints regarding providers.
* Developed employee manuals, implementing benefits, recruiting/hiring employees, maintaining files, and counseling/dismissing current employees.
* Developed patient education materials, maintain community referral information, and create/oversee other marketing/advertising pieces.

**January 1999 – December 2007**

LBD International Ltd. (Oil & Gas), London, U.K.

**Executive Assistant to the CEO**

* Attended meetings with top executives in absence and on behalf of the CEO
* Oversaw daily office operations, and organized CEO’s personal diary.
* Preparation and coordination of prequalification response, including collaboration with global fabrication yard proposals groups.
* Developed and maintained contact with regulators
* Organized travel itineraries, meetings abroad and maintained contact with important clients all over the world.
* Tracked contract bids, and organized trips to OTC exhibitions.
* Provided training to new employees in writing/submitting bids, office organization and computer skills.

**Accomplishments**

* Introduced company to OTC (Oil Technology Conference, Houston) which secured additional clients for the company.
* Succeeded in securing two major contracts in one year.
* Consistently maintained calendar with highest degrees of accuracy and timeliness.

**CERTIFICATIONS/CONTINUING EDUCATION**

Licensed Registered Nurse – R.N. (December 2022), Active/Unencumbered R.N. license) Texas compact license – License number: 977523

OSHA Training, HIPAA, Medical Errors Mitigation, Florida Nurse Practice Laws and Rules, Risk Management, Domestic Violence, American Heart Association BLS Certification (June 2022), NIH Stroke Certification (June 2022), ACLS Certification (September 2022)

**TECHNICAL SKILLS**

Microsoft Office (*Word, PowerPoint, Excel, Access, Outlook*) and Electronic Medical Records Systems (*EMR/EHR*), EPIC Documentation System

**COMMUNITY AFFILIATIONS**

**University of Phoenix Alumni**, Houston Chapter, **Volunteer**: St. Cyril of Alexandria, and **Volunteer**: My Brother’s Keeper Homeless Shelter