

MICHELLE PINEDA, RN, BSN

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CLINICAL EXPERIENCE

- **Nursing Practicum, 144 hours**
- **Nursing Care of the Older Adult Clinical**, John Knoxville Village of Central Florida, **36 hours**
- **Mental Health Nursing Clinical**, South Seminole Behavioral Health Hospital, **72 hours**
- **Pediatric Nursing Clinical**, Arnold Palmer Hospital for Children and Nemours Children's Hospital, **54 hours**
- **Maternal Nursing Clinical**, Winnie Palmer Hospital for Women and Babies, **54 hours**
- **Public Health Nursing Clinical**, Advent Health Orlando Hospice, **36 hours**
- **Nursing Care of the Adult Clinical**, South Seminole Hospital, **144 hours**
- **Essentials of Nursing Practice Clinical**, Advent Health Fish Memorial, **32 hours**

EDUCATION

Bachelor of Science in Nursing, January 2022
ECPI University, Lake Mary FL

Bachelor of Arts in Natural Science, September 2017
Thomas Edison State University, Trenton NJ

Doctor in General Medicine, November 2009
University of El Salvador, San Salvador El Salvador

PROFESSIONAL EXPERIENCE

Psychiatric Charge Nurse

02/2022 – Current

Lakeside Behavioral Health System – Bartlett, Tn

- Record patients' medical records and monitor vital signs.
- Supervising nursing staff and monitoring their needs.
- Coordinating daily administrative duties, including schedules, nursing assignments, and patient care.
- Overseeing patient admissions, transfers, and discharges.
- Mentoring and training new staff and providing support and guidance to all staff members.
- Monitoring medical charts and providing compassionate care and assistance to patients and families.
- Liaising with doctors and administrators and communicating any protocol changes to staff.
- Ensuring compliance with all health and safety regulations.
- Recording and maintaining accurate reports.
- Identifying issues or emergencies and responding in a calm and efficient manner.
- Follow agency policies and procedures consistent with state mental health statutes, ethical guidelines, best practices, HIPAA and FERPA
- Offer primary care services to the psychiatric-mental health population
- Assess, diagnose, and treat individuals and families with psychiatric disorders or the potential for such disorders using their full scope of therapeutic skills
- Make nursing diagnosis of the medical and emotional status of patients and recommends treatment options
- Consult with Psychiatrists and other behavioral health staff in designing appropriate treatment plans for clients
- Administer and note reactions to psychotropic drugs and other medications
- Arrange further medical attention when necessary
- Test for vital signs of pain and ensures treatments of pain

- Document all patient information on medical charts and follow Physician's written orders
- Maintain accurate records and documentation of patient treatments, immunizations and laboratory results according to standard medical record keeping.

Medical Assistant | Surgical Technician

03/2019 – 06/2020

EternaMD Medical Rejuvenation Center – Lake Mary, Fl

- Took patient medical histories and assisted the physician during exams
- Instructed patients about medication and special diets
- Prepared and organized the operating room equipment, instruments, and supplies as required for various surgical procedures
- Anticipated surgeon and patient needs during a procedure
- Set up a sterile and sanitary environment, maintained the sterile field for the patient during procedures and followed relevant safety and sanitation guidelines
- Participated in orientation and education of all operating room staff on an ongoing basis
- Ordered and restocked medical supplies as needed
- Inspected, replaced, and sterilized medical instruments
- Provided surgeons and patients with necessary instruments, supplies, and equipment

Bilingual Medical Assistant | Surgical Technician

06/2016 – 12/2018

Complete Medical Care of Germantown – Germantown, Tn

- Recorded patients' vital signs, documented physicians' notes and changes in medical conditions
- Prepped exam rooms for clinical procedures and assisted practitioners with patient care
- Monitored and documented patient symptoms for physicians' review during clinical exams
- Set up equipment and organize instruments and supplies as needed for surgical and non-surgical procedures
- Cleaned and sterilized the operating room
- Handed instruments and supplies to surgeons during surgical procedures
- Used retractors, sponges and suctioning and irrigating equipment to create unobstructed operating fields
- Counted and recorded sponges, instruments, and needles at beginning and end of surgical procedures
- Cleaned and sterilized instruments and disposed of contaminated supplies
- Provided and explained pre and post op care instructions to patients and their caregivers
- Phoned in prescriptions

Bilingual Medical Interpreter | Receptionist

08/2015 – 05/2016

Resurrection Health – Memphis, Tn

- Answered multi-line phones and greeted patients upon arrival
- Processed patients co-pays
- Scheduled, rescheduled and canceled appointments for new and established patients
- Scheduled testing for off-site services
- Facilitated patient flow by notifying the provider of patients' arrival, being aware of delays, and communicating with patients and clinical staff
- Responded to inquiries by patients, prospective patients, and visitors in a courteous manner
- Kept medical office supplies adequately stocked by anticipating inventory needs, placing orders, and monitoring office equipment
- Interpreted information between patients and providers regarding diagnosis and procedures, and provided education and instructions

Bilingual Front Desk Receptionist

09/2014 – 08/2015

Chiropractic Memphis – Memphis, TN

- Greeted and attended to patients in person and over the phone
- Provided patients with education about different chiropractic procedures and equipment

- Scheduled appointments in person or on the telephone
- Verified insurance information from patients
- Cleaned and prepared procedure rooms in accordance with chiropractor's instructions
- Stocked procedure rooms and ensured supplies were readily available at all times
- Assisted chiropractor with patients' examination and evaluation
- Ensured appropriate filing and record-keeping procedures
- Assisted in orienting new employees to the office and provide them with necessary information regarding policies and procedures
- Managed front desk collection duties
- Act as a liaison between chiropractor and patients by relaying information correctly

Interim Medical Office Manager

09/2013– 08/2014

ATP Medicine – Anchorage, Ak

- Organized medical records
- Wrote and managed professional business correspondence
- Drafted internal documents and memoranda
- Scheduled appointments and maintained master calendar
- Supervised 6 staff members in daily tasks and performance
- Monitored and controlled the office inventory ensuring adequate supply levels, timely product ordering and efficient management of office resources

Attorney Assistant

10/2010– 05/2011

The Cochran Firm – Dothan, Al

- Completed administrative duties such as making copies, answering and directing phone calls and greeting clients
- Coordinated appointments, including all correspondence and logistics necessary
- Reviewed plaintiff's medical records
- Managed legal documentation and correspondence in strict confidence
- Assisted with accounting and billing
- Implemented and improve upon administrative processes for more efficient workflow

CERTIFICATIONS AND LICENSURES

Basic Life Support (BLS) / American Heart Association | Expires: 07/2023