

Ivana Gaddam

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Authorized to work in the US for any employer

Work Experience

Operating Room Nurse

Lakeshore Surgery Center - Chicago, IL

March 2022 to Present

- Prepare the rooms for the scheduled cases according to surgeons preference cards
- Assess patient before procedure
- Assist anesthesia before and during the procedure when needed, such as assisting with intubation, transferring patient.
- Position the patient with the surgical assistant
- Prep the patient surgical site
- Conduct time-out before procedure
- Complete all necessary documentation
- Collect and document specimens
- Connect equipment as needed such as scope camera head, light cord
- Monitor and replace lactated ringers during procedures as needed
- Document as necessary any implants used
- Monitor medication supply
- Translate for doctors if needed for Spanish speaking patients

Nurse Injector

Linz Aesthetics - Chicago, IL

October 2021 to Present

I currently work under the direct supervision of the physician. I take before and after pictures of the clients, conduct the assessment, map out where they would like treatment, and draw up the toxin. The physician and I, then together assess the client and decide on the appropriate amount of units necessary for the client's desired treatment. I also assist the physician as he is conducting other treatments such as numbing patients before fillers, or lipodissolve, and assisting during a PDO thread treatment. After the client's treatment, I communicate with the receptionist the treatment notes that should be added into the client's file.

Manager/ Trainer

Anytime Fitness - Skokie, IL

October 2020 to Present

- Oversee gym operations and members
- Handle membership account issues
- Answer incoming internet, walk-in or telephone leads
- Book appointments give tours

- Sell personal training packages
- Participate in sales and manager training
- Maintain task-lists
- Goal-setting with tasks as well as business goals
- Handle social media account for the business
- Train clients
- Trouble-shoot and problem solve with any issues that may arise whether it is an administrative issue or directly related with a member

Internet Sales Consultant

McGrath Lexus of Chicago - Chicago, IL
May 2017 to October 2020

- Answering incoming internet leads
- following up with clients via call, email, text, setting appointments.
- Working the leads before passing them to a sales associate.
- I am fluent in Spanish, so I've helped close deals for Spanish speaking customers.
- I also follow up with sales associates to make sure they are up to date with following up on internet lead customers.

Nursing Student

Resurrection Medical Center - Chicago, IL
October 2019 to December 2019

- Completed 160 hours with a designated nurse preceptor
- Administered medications, familiarized with the pyxis
- Conducted assessments and was held responsible for documentation
- Gave shift report to the oncoming night nurses
- Conducted a wound dressing change with preceptor
- Learned and utilized more time management
- Utilized Spanish-speaking ability to communicate with Spanish-speaking patients

Nursing Student

St. Mary's Hospital, Medical-Surgical - Chicago, IL
September 2019 to October 2019

- Gained skill multi-tasking on the telemetry unit
- Learned how to use the pyxis, administered medications
- Utilized Spanish-speaking ability to communicate with Spanish-speaking patients
- Experienced a rapid response with preceptor's patient

Nursing Student

Resurrection Medical Center - Chicago, IL
May 2019 to June 2019

- Witnessed a live birth and assisted conducting a post-partum assessment
- Cared for patients in the special care nursery
- Implemented patient education on anemia

Nursing Student

MacNeal Hospital - Berwyn, IL
February 2019 to April 2019

- Interacted with patients with various conditions such as bipolar, depression, multiple personality disorder, psychosis
- Implemented therapeutic communication and sharpened observation skills

Nursing Student

Blair's Early Childhood Center, Pediatrics - Chicago, IL

January 2019 to February 2019

- Administered G-tube feedings
- Conducted patient assessments
- Worked with patients with a wide variety of health conditions, such as asthma, heart defects, blindness

Nursing Student

Holy Family Hospital - Des Plaines, IL

October 2018 to December 2018

- Implemented treatment plans and patient care; gained skill in multitasking
- Assisted the nurse preceptor in charting and administering medications
- Helped nurses apart from my preceptor due to floor being short-staffed
- Assisted wound care nurse in dressing changes

Rehabilitation Aide

Athletico Physical Therapy - Highland Park, IL

August 2016 to April 2017

- answered phone calls
- set up appointments
- made follow up appointments
- appointment reminder phone calls/emails
- assisted the therapists by walking patients through their exercises
- kept the facility in order by sanitizing equipment, laundry and preparing work stations for the next patient
- utilized multi tasking while working with multiple patients simultaneously

Nursing Administrative Assistant

Loretto Hospital - Chicago, IL

May 2011 to August 2011

- typed policies
- assisted administrative staff with typing and creating forms
- Was part of the administration team when preparing for Joint Commission.
- carried out tasks delegated by administrative staff such as preparing policy books, answering phone calls, any necessary office work

Nursing Administrative Assistant

Loretto Hospital - Chicago, IL

May 2011 to August 2011

- Prepared policy books
- assisted administration with preparing for Joint Commission
- created word document forms for administrative superiors
- kept policy books in order
- answered and fielded phone calls

- created posters/boards

Education

Bachelor of Science in Nursing in Nursing

Resurrection University - Chicago, IL
September 2018

Bachelor's in Biology

Ball State University - Muncie, IN
August 2010 to May 2014

High school diploma

Niles West High School - Skokie, IL
August 2006 to June 2010

Skills

- 400+ hours of high -involvement clinical experiences
- Able to accurately chart patient records via Epic
- Efficient at prioritizing multiple tasks
- Exemplary clinical performance recognized by faculty
- Fluent in Spanish and proven effectiveness in caring for diverse populations
- Customer Service
- EMR Systems
- Vital Signs
- Sales
- Spanish
- Nursing
- Tube Feeding
- Medication Administration
- Microsoft Office (10+ years)
- Checking blood sugar via accu check (2 years)

Certifications and Licenses

Registered Nurse (RN)

March 2020 to May 2022

BLS/CPR

March 2020 to March 2022

Certified Personal Trainer

September 2020 to Present

Sports Nutritionist Certificate

September 2020 to Present

Certification in Neuromodulator Injection Techniques

November 2021 to Present

This Nursing continuing professional development activity was approved by the Ohio Nurses Association, an accredited approver by the American Nurses Credentialing Center's Commission on Accreditation.

Certification in Facial Filler Injection Techniques

November 2021 to Present

This Nursing continuing professional development activity was approved by the Ohio Nurses Association, an accredited approver by the American Nurses Credentialing Center's Commission on Accreditation.