

Tiffany Randolph Villanueva

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Seeking a position in the capacity of a Registered Nurse.
Bringing the following experience, skills, and attributes:

- Interface well with others at all levels including patients, managers, and all personnel.
- Ability to manage own time efficiently and schedule tasks as necessary with minimal supervision.
- Resolving problems and inquiries; excellent ability to make decisions based on the nursing process.

SKILLS

- PROBLEM SOLVING
- DELEGATION OF DUTIES
- ABILITY TO MULTI-TASK
- STRONG ORGANIZATIONAL SKILLS
- MAINTAINING SCHEDULES & CALENDARS
- PATIENT ADVOCATE
- KNOWLEDGEABLE OF COMPUTER OPERATIONS
- PERSONABLE/TEAM PLAYER
- SUPERB RAPPORT WITH PHYSICIANS
- COMMUNICATE EFFECTIVELY

PROFESSIONAL BACKGROUND

REGISTERED NURSE (Full time) OR-Circulator

12/7/15- May 2020

Mercy Medical Center Merced- *Contact Melissa Asato*

- Prepared the Operating room for the surgical procedure, including; specific OR bed selection, positioning aides, surgical prep, necessary equipment, delivery of medications to back table and counting of surgical sponges, needles, instruments (as needed), as well as small miscellaneous items.

Interviewed surgical patients ensuring order and consent were correct, History and Physical was current/up to date, followed the Universal Protocol and ensured correct site marking, (if applicable) lab and diagnostic results review, assessed patient's physical/emotional state, witnessed anesthesia consent.

Transported patient to the surgical room, documented times and carried out all pre-procedural and surgical pauses, positioned the patient in the appropriate position, assisted with anesthesia induction, circulated the surgical room meeting the needs of the surgical team, accounted for all surgical items to be counted with surgical tech, monitored patient's fluid/temperature status, as well as transported and reported to PACU Nurse.

- Trained to circulate in General surgery, OB/GYN, Ortho, Spine, ENT and Urology, and level one DaVinci Xi cases.
- Trained in Meditech, Cerner, and Track Core programs.
- Oriented to Charge Nurse and rotated as Charge/Lead.
- Took call and functioned autonomously in afterhours/emergent situations.
- Functioned as a Pre-operative nurse as needed.

REGISTERED NURSE (Full time) Medical-Surgical

05/11/2015 -12/6/15

Mercy Medical Center Merced- *Contact Sandra Andrews*

- Assessed clients' health status, mental status, skin condition, and surgical incisions.
- Created/maintained care plans.
- Medication administration/evaluation of therapeutic effects and/or adverse reactions of medication.
- Evaluated pain level and appropriately treating the patients' pain.
- Documented per facility protocol.
- Carried out breathing treatments, dressing changes and all other treatments per MD order.
- Evaluated lab values and communicating any abnormal lab values to appropriate physician.
- Re-ordered/re-stocked medication from pharmacy and/or central supply.
- Appropriately delegated tasks to the nursing team.

REGISTERED NURSE (Part time)

Anberry Rehabilitation Hospital – *Contact Jennifer Angel*

3/2015-6/2015

- Assessed clients' health status, mental status, skin condition, and surgical incisions.
- Created/maintained care plans.
- Medication administration/evaluation of therapeutic effects and/or adverse reactions of medication.
- Evaluated pain level and appropriately treating the patients' pain.
- Documented per facility protocol.

- Carried out breathing treatments, dressing changes and all other treatments per MD order.
- Evaluated lab values and communicating any abnormal lab values to appropriate physician.
- Re-ordered/re-stocked medication from pharmacy and/or central supply.
- Appropriately delegated tasks to the nursing team.

OFFICE MANAGER

Garage Door Doctor; *Merced California – Contact Paul Randolph*

2006-2015

- Answered telephones and directed calls to appropriate persons.
- Scheduled appointments for clients and coordinating staff schedules.
- Complete knowledge of supplies, equipments and services.
- Sales; purchase orders, estimates and purchasing products.
- Basic bookkeeping; accounts payable and payroll.
- Utilized QuickBooks Pro.
- Office procedures – filing, faxing, scanning, and copying.
- Prepared daily bank deposits.
- Typed company documents and correspondence.
- Maintained filing system; revamp filing system as needed.

CERTIFICATIONS & EDUCATION:

- Completion of AORN Periop 101 course and test.
- American Heart Association –BLS, expired.
- American Heart Association- ACLS, expired.
- American Heart Association- PALS, expired.
- Registered Nurse, CA license number 95052308, current.
- Merced College, Associates Degree of Nursing December 2014

References Available Upon Request.