

# Paulina Saavedra

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## Objective

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Pursuing a career with an organization that will utilize my leadership skills and capabilities to improve work performance. To utilize knowledge to provide the maximum level of holistic care and services to members while facilitating their communication with the healthcare team.

## Education

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**High School diploma** 09/2004- 06/2008

**Franklin High School**, El Paso, TX

- A and B honor roll for 4 years.
- French Honor society.

**Bachelor of Science in Nursing** El Paso, TX

**The University of Texas at El Paso**

- Overall GPA: 2.91/4.0

**Masters in Nursing Education** 01/2015-05/2017

**The University of Texas at El Paso**

- GPA 3.9/4.0

## Work Experience

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**Registered Nurse** 10/2013- 2018

**Providence Memorial Hospital**, El Paso, TX

- Care of neonates in distress with appropriate interventions.
- Level IV acuity.
- Safe medication administration.
- Reporting and documenting with both paper and computer charting.
- Patient assessment, symptom management.
- Breastfeeding support and teaching.
- Difficult discharges to include home health, home equipment, ECI referrals, Border Children's and more.

**Registered Nurse**

**Superior Healthplan**, El Paso, TX

10/2018-01/2019

**FIELD CASE WORKER**

- Assess the member's current health status at home visit, provide referrals and community services to meet member's needs.
- Develop plan of care with a holistic approach, and coordinate care with the healthcare team.
- Provide member health education overall.

**Registered Nurse**

**Superior Healthplan, El Paso, TX**

01/2019-Present

**TEAM LEAD**

- Manage a large number of nurses in different parts of Texas, daily.
- Assist with reviewing work processes, policies, and completing state forms.
- Monitor paperwork, referrals and services requested by members to community based organizations and ensure compliance is met.
- Tracking multiple reports daily.
- Completing audits on a large number of nurses monthly.
- Perform duties independently, demonstrating advanced understanding of complex care management principles.

**Skills**

- Proficient in MS Word, Excel and MS PowerPoint.
- Bilingual; Proficient Spanish and English.
- Extensive use of medical terminology and technology, to include zoom and other virtual programs to increase access to healthcare.
- Organized with great time management skills, prefers to multitask.
- Goal oriented who promotes open communication.
- Motivator with problem solving skills.