

# Melissa Brady

Lakewood, CA 90712

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To obtain a position as an RN within your medical facility offering a professional, but friendly attitude and the want to succeed and grow. I am flexible, responsible and have integrity. I have a passion for learning and challenging myself in any aspect. I am a team player and enjoy working with others.

## Work Experience

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### **Preoperative and PACU Nurse Manager**

Fullerton Surgery Center

May 2019 to Present

Preparing patients for outpatient surgeries/procedures. IV Administration and Infusion of medication. Assessing vital signs. Documentation, pregnancy screening, consenting for procedure. Gathering health information, blood glucose monitoring. Providing conscious sedation per MD direction. Monitoring patients post operatively, managing airway and safety, until stable enough for discharge. Patient and Family education and instructions on after care.

### **Hospice RN**

HAGA - Sepulveda, CA

March 2017 to Present

Field RN visiting Hospice patients and caring for their end of life care. Assessments done upon visits. Charting and rectification as needed. Collaborating with Family and Caregivers to provide optimal care for patients. Communication with Case Manager and MD on care plans, supplies and prescriptions needed. Assessments and Documentation according to Hospice requirements. Education to Family, and caregivers on hygiene, infection control, safety precautions and care plan of patients. Medication refills and reconciliation. Report any issues to Case Manager and MD's.

### **HEDIS Nurse Specialist**

Kelly Services - Huntington Beach, CA

December 2018 to May 2019

Obtaining medical records and reports. Verification of Members, and Abstracting information from Medical records, pharmacy reports and pursuing for compliant data. Create summaries and report to our Director. Over reading and imputing HEDIS Measures required by NCQA into Navigator. Emailing secured documents accordingly. Communication with a multitude of people for coordination of resolving matters.

### **Quality improvement Nurse**

CalOptima - Orange County, CA

May 2015 to April 2018

#### Responsibilities

Obtain medical records and reports. Verification of Open enrollment. Abstracting information from Medical records, pharmacy reports and grievances. Create summaries and report to our Medical

Directors. Initiate correspondence with Providers and Health Networks. Emailing secured documents accordingly. Communication with a multitude of people for coordination of resolving matters.

#### Skills Used

Nursing knowledge, communication skills from years of customer service. Typing and documentation preparation.

### **Preoperative and GI RN**

SCA La Veta Surgery Center - Orange, CA

June 2012 to May 2015

Preparing patients for outpatient surgeries/procedures. IV Administration and Infusion of medication. Assessing vital signs. Documentation, pregnancy screening, consenting for procedure. Gathering health information, blood glucose monitoring. Specialty in the GI Lab assisting the doctor in procedures Colonoscopy and EGD's. Verification of insurances.

### **Comprehensive RN**

Orange County Corrections Department - Santa Ana, CA

December 2007 to June 2012

Assessment, pregnancy screening, education, medication administration, documentation, communication with the MD, Transcription of Medical Orders, Seizure Precaution, Wound care, sick call, diabetic treatment and blood glucose monitoring, emergency first responder, patient care. Preceptor ship and mentoring

### **LVN/PCT**

Davita - Laguna Hills, CA

2007 to 2007

Administering dialysis to ESRD pts, administering medication, and assessments pre and post treatment. Vital signs every half hour, Priming dialysis machines. Documentation.

### **LVN/Manager**

Hacienda De Las Palmas - Laguna Woods, CA

2005 to 2006

Assessment of residents, medication administration, injections, working with families to ensure quality care, managing medication technicians and caregivers, annual reports of residents, and documentation.

### **Buyer's Assistant**

Nordstrom - Costa Mesa, CA

1989 to 2003

Responsible for pulling reports, creating spreadsheets, scheduling appointments for special events, data entry, communicating with vendors and managers, typing memos, keeping track of inventory, handling special orders for customers and ordering supplies. Responsible for answering incoming calls, faxing. Accounts receivable/payable, office procedures.

## Education

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Saddleback College RN PROGRAM

January 2006 to December 2006

Concorde Career Institute  
September 2003 to September 2004

Golden West College, \* La Habra High School

## Nursing Licenses

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### **RN**

Expires: January 2019

State: CA

### **RN**

### **RN**

## Skills

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- IV Therapy (10+ years)
- RN
- HEDIS
- Nursing
- NCQA Standards
- Dialysis Experience
- Customer service
- Patient monitoring
- Nurse Management
- Infection Control Training
- Medication Administration
- Hospice Care
- Vital Signs
- Venipuncture
- Management
- Anatomy Knowledge

## Certifications and Licenses

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### **BLS, ACLS, PALS**

April 2021 to April 2023

### **BLS Certification**

### **AED Certification**

### **Certified Case Manager**

## Additional Information

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### QUALIFICATIONS

Emergency response, Seizure Precaution and Safety, Administering CPR, Alcohol and Benzodiazepine Safety precautions. Hyper and Hypoglycemia events, blood glucose monitoring, Medication administration, documentation, patient education, pre and post op care, wound care, Foley catheters, Enemas, isolation precautions, tracheotomy care and suctioning. Care of patients with varying complexities of diagnosis in acute and skilled nursing facilities. Clinical experience and observation: Med/surgery, labor and delivery, intensive care, pediatrics, geriatrics, and emergency room