

Melanie Cruz

Franklin Park, IL
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Work Experience

RN, Float Pool

Amita - Chicago, IL
October 2021 to Present

Chronic patient care neuro step down, med surg, ortho, surgical stepdown, neuro, oncology, telemetry/ progressive care unit, adeptly handling all aspects of treatment from medication to wound care monitoring for 6-7 patients per shift.

Managed care for post-operative patients through discharge. Closely monitored acute conditions. Contributed substantially to successful department JCAHO accreditation.

RN Vaccinator/Covid Tester

HR Support - Chicago, IL
February 2021 to March 2022

Skillfully administer COVID shots. Confirm that COVID vaccination is properly mixed. Vaccination stored at the correct temperature. Report any immediate adverse reactions to the administrator. Provide COVID vaccine to teens, adults and senior citizens as per CDC and FDA guidelines

RN, Med Surg / Ortho

PCA - Palos Heights, IL
July 2021 to October 2021

Recorded Patients' Medical History, Vital Statistics And Test Results In Medical Records. Monitored Post-Op Vitals, Set Up PCA, Fluids, Reviewed Post-Op Orders And Orient Patients To Unit. Actively Participated In Unit-Based Policy And Procedure Council And Was The Lead Educator On The Unit On Policies Such As Foley Catheter Insertion, Blood Transfusion.

Human Resources

VIP Courier Service - Maywood, CA
May 2012 to June 2021

Plan and manage recruitment and selection of staff. plan and conduct new employee orientation. Identify and manage training and development needs for employees. Develop and implement human resources policies and procedures. Administer HR policies and procedures. Administer compensation and benefits. Ensure compensation and benefits are in line with company policies and legislation. Benchmark compensation and benefits. Implement and monitor performance management systems. Handle employee complaints, grievances and disputes. Administer employee discipline processes

PCT (Patient Care Technician)

Amita, Northlake - PCT
May 2012 to April 2014

Apply clean dressings, slings, stocking, or support bandage under the direction of a nurse or physician. Clean and sanitize patient rooms, bathrooms. Communication with patients to a certain feelings or need for assistance or social and emotional support.

Answer call lights, bells or intercom systems. Provide physical support to assist patients to perform daily living activities

Education

BSN

Chamberlain - Addison, IL

September 2018 to October 2020

Skills

- Patient Assessment & Vital Signs
Anaphylaxis and Epinephrine
Auto-Injector
Medication Administration
EPIC
Chest & Feeding Tube Care
Therapeutic Communication
IV Pump Management
Wound & Ostomy Care
Infection Control
- Nursing
- Laboratory Experience
- EMR Systems
- Recruiting
- Experience Administering Injections
- Performance Management
- Critical Care Experience
- Employee Orientation
- Hospital Experience
- Home Care
- Human Resources
- Office Management
- Phlebotomy

Languages

- Spanish - Intermediate

Certifications and Licenses

RN License

CPR Certification

CNA

BLS Certification

AED Certification