

# MELISSA CLARK

Englewood, CO 80112

[melissamclark6787\\_ne2@indeedemail.com](mailto:melissamclark6787_ne2@indeedemail.com)

+1 724 953 2171

Compassionate, hardworking individual with healthcare experience seeks a position as a registered nurse. Looking to explore different avenues of nursing that don't include hospital floor nursing. I am looking for a better work/family life balance.

Authorized to work in the US for any employer

## Work Experience

---

### **Registered Nurse**

Maxim Healthcare Group - Pittsburgh, PA

May 2022 to Present

Assisting school age children with special needs in school with their nursing needs

### **Telephone RN COVID-19 Screener**

Medcor

January 2022 to March 2022

Screen employees that have been exposed or tested positive for Covid. Follow algorithm to give proper recommendation from the CDC. Job was a temporary position until covid numbers went down.

### **RN Case Manager**

Amedisys - Scottdale, PA

October 2021 to December 2021

Hospice home health nurse /case manager

### **RN Float Pool ICU/PCU**

Excelsa Health-Frick Hospital - Mount Pleasant, PA

April 2020 to September 2021

Float nurse that provides nursing care to patients in ICU or PCU setting. Standard nursing care which also includes all IV/central line, tube, and drain care. Ventilated and trach patient care. Hospice care also provided for end of life patients.

### **Registered Nurse/Clinical Coordinator**

Excelsa Health Westmoreland Regional Hospital - Greensburg, PA

July 2014 to April 2020

Med-Sur/Oncology nursing experience; assessments; foley insertions; NG tube insertions; peritoneal dialysis; injections; wound care; hospice care; chemotherapy certification. Make staff assignments; supervise and assist employees and precepting of new nurses

### **Medical Assistant/Office Manager**

Westmoreland Women's Health Center - Scottdale, PA

July 2003 to July 2014

Hire, schedule and supervise employees; computer skills; electronic medical records; insurance authorizations; patient phone calls; assist physician with in-office procedures; patient scheduling

### **Medical Assistant**

Westmoreland Primary Health Centers - Greensburg, PA  
September 2002 to July 2003

Scheduled patients; answered phone calls; obtained vital signs; patient care; prepared charts

### **Medical Assistant/Office manager**

Jabbour Medical Center - Greensburg, PA  
March 2001 to September 2002

Payroll; scheduled patients; answered phone calls; patient care

REFERENCES AND LETTERS OF RECOMMENDATIONS ARE AVAILABLE UPON REQUEST

## Education

---

### **Bachelor of Science in Nursing in Nursing**

Penn State University - Uniontown, PA  
May 2016

### **Associate's degree in Nursing**

Westmoreland County Community College - Youngwood, PA  
August 2009 to May 2014

### **Associate's in Medical Assisting**

West Virginia Career Institute - Mount Braddock, PA  
1999 to May 2001

## Nursing Licenses

---

### **RN**

Expires: October 2023

State: PA

## Skills

---

- Experience Administering Injections
- Tube Feeding
- EMR Systems
- Nursing
- Critical Care Experience
- Hospice Care
- ICU Experience
- Medication Administration

- Epic
- Microsoft Excel
- Microsoft Word
- Customer service
- Time management
- HIPAA
- Triage
- Medical terminology
- Typing
- Supervising Experience
- Nurse Management
- Medical Records
- Dialysis Experience
- Patient Care
- Employee Orientation
- Cerner charting (8 years)
- Hospital Experience
- Home Care
- Vital Signs
- Case Management
- Telephone triage

## Certifications and Licenses

---

### **BLS for Healthcare Providers**

Bls expires 2024

### **CPR Certification**

## Assessments

---

### **Attention to detail – Proficient**

February 2021

Identifying differences in materials, following instructions, and detecting details among distracting information

Full results: [Proficient](#)

### **Case management & social work – Proficient**

March 2021

Prioritizing case tasks, gathering information, and providing services without judgment

Full results: [Proficient](#)

Indeed Assessments provides skills tests that are not indicative of a license or certification, or continued development in any professional field.