

# Erica Otto

## **Registered Nurse**

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To obtain a position as a Registered Nurse or Licensed Nursing Home Administrator that will enable me to use my strong organizational skills, educational background, and ability to work well with people.

## Work Experience

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### **Director of Clinical Services**

Traditions Health  
December 2020 to Present

### **Patient Care Manager**

Harbor Light Hospice - East Peoria, IL  
July 2020 to December 2020

As of December 1, 2020 - Harbor Light Hospice transitioned to Traditions Health.

### **Administrator**

Aperion Care Morton Villa - Morton, IL  
April 2018 to July 2020

### **Director of Nursing**

McLean County Nursing Home - Normal, IL  
September 2017 to March 2018

Supervise several staff members, CNAs-RNs. Monitor for medication errors, pharmacy and lab recommendations, scheduling nurses, daily staffing hours, Medicare certs, TB, flu, pneumonia vaccines, hiring, taking orders from physicians and follow through, attend meetings throughout the day, deal with patient or family concerns or complaints.

### **Administrator**

HALLMARK HOUSE NURSING CENTER - Pekin, IL  
May 2017 to August 2017

### **Administrator**

Morton Villa Care Center - Morton, IL  
May 2013 to April 2017

### **Director of Nursing**

Morton Villa Care Center - Morton, IL  
2010 to 2013

Complete Medicare/Medicaid Assessments.

\* Lead team meetings to discuss outcomes of patients.

\* Supervises other staff and takes call 24/7 to help with problems at the building.

- \* Interviews potential employees
- \* Oversees everyday problems with staff and residents
- \* Involved in staff discipline
- \* Admissions/Marketing
- \* Monitoring of infection control and psychotropic medications
- \* Involved in State Survey process

### **Registered Nurse**

Methodist Medical Center

September 2008 to September 2009

- \* Medication administration to several patients.
- \* Supervised Certified Nurse Aides.
- \* Recognized and met patient needs.

### **Licensed Practical Nurse/MDS/Registered Nurse**

Rosewood Care Center

October 2003 to September 2008

- \* Medication administration to several patients.
- \* Supervised Certified Nurse Aides.
- \* Recognized and met patient needs.
- \* Complete Medicare/Medicaid Assessments.
- \* Lead team meetings to discuss outcomes of patients.
- \* Assisted D.O.N with infection control and psychotropic monitoring.

## Education

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### **Bachelor's in Nursing**

Western Governors University

November 2017 to November 2019

### **Associates in Applied Science in Applied Science**

Illinois Central College - Peoria, IL

August 2007 to May 2008

## Nursing Licenses

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### **RN**

Expires: May 2022

State: IL

## Skills

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- MDS
- Hospice Care
- Medication Administration

- EMR Systems
- Nursing
- Infection Control Training
- Vital Signs
- Hospital Experience
- Case Management
- Management
- Customer service

## Certifications and Licenses

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### **Licensed Nursing Home Administrator**

2014 to November 2019

### **BLS Certification**

## Additional Information

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- \* Certified - CPR: Infant, Child, and Adult
- \* Knowledge of Medicare, Medicaid Billing and MDS 3.0
- \* Able to communicate and interact effectively with individuals of all levels.
- \* Able to recognize and meet patient needs.
- \* Demonstrated accuracy, attention to detail and ability to work well in a team environment.
- \* Enjoy working with people.
- \* Well-organized, efficient, dependable, and timely.
  
- \* Computer skills - Microsoft word, excel, Matrix, PCC
- \* Ability to lead team meetings to discuss outcomes of patients.
- \* Ability to recover patients after cardiac interventions.
  
- \* Marketing skills
- \* Discharge planning
- \* Screening residents for new admissions from the hospital.
- \* Tours to potential residents families for placement.