

Alice Garcia

*132-34 114 Place
South Ozone Park, NY
347-8637731
aliceg70@verizon.net*

To work in a cultural diverse environment in which I can utilize my skills and experience as a register nurse (RN) on a medical unit that will give me the opportunity to build an excellent Patient relationship skills and the ability to work effectively in a team setting.

EXPERIENCE

R.N, WYCKOFF HEIGHTS MEDICAL, Wyckoff Ave, NY- 7/2011- 3/2013 - Full Time

2014 to Present: Endoscopy Unit.

Ensuring a high standard of nursing care to patients attending the Endoscopy Unit, working within company policies and procedures.

Providing technical assistance during diagnostic and therapeutic Endoscopic procedures, ensuring safe working practice.

Setting, monitoring and maintaining excellent standards of nursing care.

Maintaining timely and accurate nursing records and ensuring that confidentiality is respected.

Storing, checking and administering drugs in accordance with established standards and guidelines

Working with minimal supervision during endoscopic procedures, admission and recovery of patients and other related procedures

Participating in the care and maintenance of endoscopes

Ensuring the safe discharge of all patients from the Endoscopy unit.

Maintaining a safe and clean environment within the clinical area in accordance with established standards and regulations

2013- 2014-Per Diem-floater

Perform head to toe physical assessment, recognized normal and abnormal vital signs, administered medication according to physician orders, blood transfusion, wound dressing, IV insertions and documentation. GI procedures, pre-post-operative care.

RN Supervisor, QLIMG/ACP, Linden Blvd, NY- 2013-2014

Performed supervisory & managerial functions; including but not limited to budgeting, applicant screening, training, supervising and performance reviews of the nursing personnel to ensure clean, orderly and safe establishment. Managing nursing staff, assigns duties as needed, schedules, vacations & sick time -RN's, LPN & MA's.

Ensures that each staff is formally evaluated in compliance with the organization policies & procedures.

Ensures staff coverage is consistent with patient volume.

Investigates variances and patient complaints.

Monitoring and ordering medical supplies.

Processing payroll authorizations.

Coordinate staff meeting.

Making sure all medication are up to dates, crash cart & AED.

Performs daily rounds.

EDUCATION

Presently attending -New York City Tech Community College, Brooklyn, NY- BSN expected graduation 12-2015.

LaGuardia Community College, Queens, NY - A.A.S - 12/2010.

LaGuardia Community College, Queens, NY - LPN- 2007- 2009

SKILLS

Highly skilled in assessing, planning, implementing, documenting, coordinating, and managing patient care in keeping with facility clinic and hospital standards.

In-depth knowledge of communicating and collaborating with patients, family members, physicians and other health care professionals in achieving quality in patient care.

Well versed in delegating appropriate assignments to RNs, LPNs and unlicensed workers

Able to make the most of leadership skills to efficiently direct other nursing staff

CERTIFICATIONS:

Advanced Cardiac Life Support (ACLS)

Pediatric Advanced Life Support (PALS)

Basic Life Support (BLS)

Registered Nurse (RN)

License Practical Nurse (LPN)

Infection control

HIPPA

LANGUAGE: Fluent English and Spanish