

Clare Romero, RN, BA

EXPERIENCE

Aetna Better Health

Brooklyn, NY

July 2015 to Present

Nurse Case Manager (Cobble Hill Location)

July 2015-Present

- MLTC Case Manager in charge to update the needs, manage the progress and direct the care of an average of 75 members.
- Review ARN assessments and liaison between member, physician, therapist and health care team.

Field Registered Nurse (Split Rock Location)

January 2015-July 2015

- Assessment of patient & environment to establish Plan of Care for CHHA patients
- Coordinate with MD and healthcare programs the referral needs of patient.
- Administer & teach patient and PCG medications, safety and adherence to treatment.
- Perform wound care nursing and provide private nursing if needed.
- Monitor progress or re-evaluate for further follow up to ensure patient betterment. (Oasis, comprehensive assessment, or discharge preparation).

Pioneer Home Care

Bronx, NY

2014 to 2015

Home Health Nurse, Per Diem

- Provide home care for individuals who require 24/7
- Assess PRN or q3h to document progress and evaluate patient recovery.
- Administer medication as needed, per md orders and document adherence.
- Provide empathetic, safe and age appropriate to patients with complex medical conditions.

ADS P&H, Inc

New York, NY

2000 to 2014

Executive Assistant

- Deliver on time, accurate, confidential and organized support to attorney.
- Complete GL, A/R credit collections, manage cash and provide bank reconciliation.
- Create legal documentation, including depositions, appraisals and salary updates.

General Accident Insurance Company

New York, NY

1990 to 2000

Human Resources Assistant

- Maintained confidential personnel files.
- Managed performance appraisal and salary data and input into tracking systems.
- Scheduled training sessions, seminars, and orientation.
- Oversaw Quality of Life programs, including United Way, blood drives and special event committees.
- Maintained OSHA log and Workers Comp files.
- Counseled management and staff regarding Workers Comp, HMO, retirement and benefits.

EDUCATION

NYC College of Technology- Brooklyn NY

Associate of Science, Nursing 2014

Bachelor of Science, In Progress, Dec 2016 projected

Baruch College, New York, NY

Bachelor of Arts, Accounting

ADDITIONAL SKILLS

Bilingual Spanish/English