**Liza Bauzo-Nieves, RN, BA, AAS**

\*\*\* East 4th Street

Brooklyn, NY 11218

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[Liza.Bauzo@gmail.com](mailto:Liza.Bauzo@gmail.com)

**LICENSES AND CERTIFICATIONS**

+ Infection Control: NY State Mandatory Training Certificate of Completion 6/16

+ Phlebotomy/Basic EKG Certification #037505-PT15 5/15

+ Safer Injection/Wound Care: Inject Drugs Harm Reduction Coalition 1/15

+ Registered Professional Nurse License #691875-1 9/14

+ BLS, CPR, AED American Heart Association 1/16

+ Nonviolent Crisis Intervention CPI Certificate 2/13

+ Computer Literacy for Microsoft Office Certificate of Completion 7/12

+ Validare’s PASS Accreditation Prep Course Certificate of Completion 7/07

+ Front Desk Superstar Certificate of Attendance 8/05

+ Medical Billing & Administrative Assistant Certification12/02

**EDUCATION**

**New York City College of Technology** Brooklyn, NY

*Bachelor of Science* Major: Nursing

G.P.A. 3.401 Expected Graduation Date 1/17

*Associate in Applied Science* Major: Nursing 6/14

**Brooklyn College** Brooklyn, NY

*Bachelor of Arts* Major: Television & Radio

G.P.A. 3.553 Minor: Music Education 2/09

**Kingsborough Community College** Brooklyn, NY

*Associate in Applied Science*  Major: Broadcasting Tech. & Management

G.P.A. 3.792 - Honors Minor: Music Technology 6/05

**CLINICAL ROTATIONS**

**Grand Street Settlement** New York, NY 5-7/16

**Maimonides Medical Center**Brooklyn, NY

Cardiothoracic ICU 1-5/16

Labor & Delivery, Nursery, OR, Post-Partum/Mother-Baby 1-5/14

Psychiatric Unit 8-12/13

**Stein Senior Center**New York, NY

Geriatric Community Nursing 1-5/16

**Brooklyn Hospital**Brooklyn, NY

Medical-Surgical Unit, Pediatric Unit, OR, ED 8-12/13

**Lutheran Hospital**Brooklyn, NY

Medical-Surgical Unit 3-5/12

**Shorefront Jewish Medical Center** Brooklyn, NY

Geriatric Nursing Home 1-3/12

**CLINICAL EXPERIENCE**

+ PO, SQ, IM, IV, rectal, intraocular, IVPB, IV Push, topical, sublingual and inhalation meds

+ Tube feedings, foley catheters, suctioning, AM care, wound care, vital signs, urinalysis and

culture, finger-stick, analysis of vital signs, effects of medications, blood, urine, glucometer,

and radiological results

+ Nursing care plans, assessment, positioning, family/patient education, and appropriate

interventions for age, environment, and status

**WORK HISTORY**

**Department of Commerce, Bureau of the Census** Brooklyn, NY

*Census Crew Leader for Field Operations* 3-5/09 & 9-11/09

+ Manager of two Crew Leader Districts consisting of 15 employees per team

+ Crew training, address canvassing, and fingerprinting

+ Payroll and traveling expense approvals

+ Assignment observance for accuracy, completion, and submission

**GI and Internal Medicine Private Practice** New York, NY

*Assistant Manager/Medical Administrative Assistant/Receptionist* 6/97-10/07

+ Pre and post-operative teaching

+ Blood pressure and temperature readings

+ Preparation of examination rooms and medical charts

+ Scheduling and confirming appointments

+ Insurance verification, pre-certifications, and referrals

+ Maintenance of high volume phones and incoming messages from answering service

+ Liaison between referring physicians/specialists and in-house doctors

+ HIPAA privacy officer

+ Assistance with office preparation for JCAHO (Joint Commission) accreditation

+ Maintenance of front desk, inventory, credentialing, daily patient flow, and filing system

+ Training of more than 20 employees

+ Collection of in-office payments and processing of prescription renewals, per M.D.

**HONORS AND AWARDS**

*New York City College of Technology* Cum Laude, Dean’s List

*Brooklyn College* Cum Laude

*Kingsborough Community College* Phi Theta Kappa, Honors &

Wave Scholarship Recipient

**VOLUNTEER ACTIVITIES**

**P.S. 34 Franklin D. Roosevelt** New York, NY 9/15-6/16

*Kindergarten Teaching Assistant*

**Abounding Grace Ministries** New York, NY 8/15 & 8/16

*Refresh NYC: Set-up, Serve, and Canvassing*

**Educational Alliance: Sirovich Senior Center** New York, NY 1/12-12/13

*Kitchen Assistant*

**SKILLS SUMMARY**

Intermediate Spanish, Microsoft Office, EMRs, Exceptional Teaching and Interpersonal Skills