**Courtney Simoni 25763 Miramonte St., Redlands, CA 92373**

[**courtsimoni@gmail.com**](mailto:courtsimoni@gmail.com) **Cell: (909) 586-4478**

**CA Licensed Vocational Nurse: VN 684082**

A skilled and highly trained healthcare professional with proven experience providing quality, evidence-based patient care within dynamic and high-pressure environments.

• California LPN License •Current CPR and BLS Certification •IV/Blood Draw Certification

**COMPETENCIES**

|  |  |  |
| --- | --- | --- |
| – Nursing care | – Ambulatory assistance | – Vital signs |
| – Specimen collection | – Medicine administration | – Record keeping |
| – Infection control | – Wound dressing | – IV/Blood Draw |
| – Catheter care | – Immunization | – Patient Teaching |

**INTERNSHIPS/ VOLUNTEER / TRAINING**

**White Blossom Care Center 09/2014- 01/2015**

Long-Term Care Nurse Intern San Jose, CA

**Valley House Rehabilitation Center 02/2015 – 04/2015**

Mental Health Nurse Intern Santa Clara, CA

**Sub-Acute Saratoga Children’s Hospital 05/2015 – 07/2015**

Pediatric Nurse Intern Saratoga, CA

**Crescent Medical Center 08/2015 – 09/2015**

Urgent Care Nurse Intern San Jose, CA

**EDUCATION**

**Vocational Nursing Program 2014 - 2015**

WestMed College San Jose, CA

**Nursing Assistant 2013 – 2014**

Career Network Institutions Orange County, CA

**High School Diploma 2003 - 2005**

Options for Youth High School Rancho Cucamonga, CA

**KEY QUALIFICATIONS**

•Positive attitude •Great at multitasking in a high-volume workplace

•Problem analysis •Ability to do over time duty in critical situation

•Critical thinking •Exceptional ethical and professional standards

•Advanced attention to detail • Competent in blood pressure checks

•Skills in timely monitoring patient’s condition •Can interact with doctors about patient’s condition.

• Competent in Wound Care • Intravenous access/maintenance

• Committed to Compliance Reporting • IV pump mathematics/pump maintenance

• Medication Administration •Emergency & Urgent Care

•Broad medical terminology knowledge •Taking & Recording Vitals

•Basic & Advanced Life Support •Blood Draws & Phlebotomy

•Patient Education & Support •Medication Administration

**PROFESSIONAL EXPERIENCE**

**Global Cancer Research Institute 01/2017-11/2017**

**Head Infusion Nurse Gilroy, CA**

* Initiated proper and safe intravenous access for chemotherapy infusions.
* Maintained patent and sterile IV access throughout infusion.
* Maintenance IV pumps and calculated drip factors.
* Managed and delegated tasks to staff, in a communicative and team oriented manner.
* Organized team member’s tasks to promote safe and effective patient care.
* Coordinated patient chemo therapy schedule’s to keep clinic running efficiently.
* Communicated thoroughly and in a timely manner to doctors and other members of the health care team.
* Clear and concise documentation of patient care.
* Safe medication administration.
* Maintained professionalism and patience in a high stress, fast paced environment.

**Kaiser Permanente 09/2016 -01/2017**

**Injection Nurse- Flu Clinic Gilroy, CA**

* Upheld Kaiser Permanente’s Policies and Procedures, Principles of Responsibility, and applicable state, federal and local laws.
* Administered Intramuscular and subcutaneous vaccines.
* Maintained patient safety in proper injection procedures and technique.
* Established and performed Patient care in a safe and effective manner.

**The McGrew Crew 06/2014 – 09/2016**

**Administrative Assistant Monterey County**

* Responsible for promoting business within the community
* Strong interpersonal skills in interacting with new clients.
* Organizational and time management abilities
* Money management and budgeting for future bids.

**Pixel Perfect 10/2011 – 05/2014**

**Site Manager Ontario, CA**

* Sales and Customer Service.
* Perform specialized tasks such as processing cash flow as well as organizing team communication between customer and team member
* Attempt to resolve concerns with customer
* Maintain company reputation

**Freelance Makeup Artist 05/2005 - 11/2014**

**Makeup Artist**   **Inland Empire/O.C./L.A., CA**

* Maintained appointment book
* Maintaining personal reputation for professionalism, client comfort, ease, and punctuality
* Proper organization of cliental bookings.

**Diane Schoenhoff Realty 2012-2012**

**Administrative Assistant Beaumont, CA**

* Organize Client meetings for realtor.
* Organization of business materials, scheduling, and paper work for Realtor.
* Communicate properly to customers.
* Attempt to resolve customer concerns.
* Work cohesively with realtor in order to attain due balance

**REFERENCES**

Karen Carillo- Charge Nurse Kaiser Permanente Gilroy (408) 848-4642

Chris May MD- Co-worker Global cancer research Institute (646) 753-2001

Hoa Lam- Co-worker Global Cancer Research Institute (408) 763-9837

Christy Bell – Nursing Instructor for WestMed College (707) 318-0852