

EMMA JOHNSON

Nurse Program Coordinator

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PROFESSIONAL SUMMARY

A proactive Nurse Program Coordinator with 5 years of experience in managing patient care initiatives and enhancing clinical workflows. Demonstrated ability to coordinate multidisciplinary teams, ensuring effective service delivery and compliance with healthcare standards. Committed to promoting patient education and advocacy, leveraging strong organizational skills to achieve optimal health outcomes.

WORK EXPERIENCE

Nurse Program Coordinator

📅 Feb / 2022-Ongoing

Seaside Innovations

📍 Santa Monica, CA

1. Managed patient care appointments and coordinated health services with federal agencies to ensure compliance and efficiency.
2. Oversaw the administration of routine medical examinations, including TB tests and immunizations.
3. Communicated daily with healthcare teams regarding patient needs and service delivery updates.
4. Organized outreach programs for preventive health services, enhancing community access to care.
5. Maintained accurate medical records, ensuring compliance with regulatory standards.
6. Provided emergency care assistance to staff and visitors as needed within the courthouse environment.
7. Implemented a tracking system for medical supplies, improving inventory management by 20%.

Nurse Coordinator

📅 Feb / 2020-Feb / 2022

Lakeside Apparel Co

📍 Chicago, IL

1. Managed incoming calls and directed inquiries to appropriate healthcare personnel.
2. Welcomed patients and visitors, providing essential information and assistance.
3. Ensured office security by monitoring visitor access and maintaining confidentiality.
4. Utilized electronic systems to manage documentation and streamline communication.
5. Maintained appointment schedules and coordinated meetings for healthcare staff.
6. Executed administrative tasks such as filing, copying, and record-keeping.

EDUCATION

Bachelor of Science in Nursing

📅 Feb / 2018-Feb / 2020

University of Health Sciences

📍 Seattle, WA

Comprehensive nursing program emphasizing patient care, clinical skills, and healthcare management.

SKILLS

Microsoft Office Suite



Clinical Solutions And
Process Improvement



Patient Engagement



Staff Coordination



ACHIEVEMENTS

- ★ Developed and implemented a patient tracking system that improved follow-up care compliance by 30%.
- ★ Facilitated training workshops for nursing staff, enhancing patient education strategies and improving patient satisfaction scores by 20%.
- ★ Streamlined the appointment scheduling process, reducing patient wait times by 25%.