



EMMA JOHNSON

Office Nurse

PROFESSIONAL SUMMARY

Motivated Office Nurse with 2 years of experience delivering quality patient care and supporting clinical operations. Skilled in patient assessment, managing records, and facilitating communication between healthcare teams. Eager to leverage my expertise in a dynamic office environment to improve patient outcomes and streamline workflows.

WORK EXPERIENCE

Office Nurse

Seaside Innovations

Feb / 2024-Ongoing

Santa Monica, CA

1. Assist in routine office procedures and minor surgeries, ensuring patient comfort and safety.
2. Coordinate scheduling for radiographic procedures including CT Scans and MRIs.
3. Manage surgical scheduling, collaborating with patients and hospitals effectively.
4. Communicate with external physicians to arrange necessary appointments and surgeries.
5. Maintain accurate and organized patient documentation and records.
6. Support insurance departments by providing required information and charts.
7. Ensure exam rooms are well-organized, clean, and stocked with necessary supplies.

Office Nurse

Cactus Creek Solutions

Feb / 2023-Feb / 2024

Phoenix, AZ

1. Worked as a floater nurse across multiple practices, supporting 10 physicians.
2. Conducted triage calls and managed patient inquiries efficiently.
3. Provided patient education and reinforced physician instructions for care.
4. Led prenatal and newborn classes to educate new parents.
5. Assisted in the implementation of an EMR system for 35,000 patients.
6. Supported small surgical procedures in office settings, ensuring compliance with safety standards.

EDUCATION

Associate of Science in Nursing

Health Sciences College

Feb / 2022-Feb / 2023

Denver, CO

Completed comprehensive nursing program with hands-on clinical training.

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SKILLS

Healthcare Software Proficiency



Charting And Documentation



Organizational Skills



Medical Terminology



Patient Intake



Confidentiality Practices



INTERESTS

Scuba Diving

E-sports

Reading Fiction

Puzzle Solving

STRENGTHS

Stewardship

Teamwork

Tenacity

Vision

LANGUAGES



English



Dutch



Polish

ACHIEVEMENTS

Improved patient appointment scheduling efficiency by 30% through streamlined processes.

Enhanced patient satisfaction scores by implementing follow-up protocols after visits.