**TANIA L. ORTIZ**

245 East Woodland Street, Apt. 7

Meriden, CT 06451

(860) 874-5885 ▪ tlttania@yahoo.com

**PROFESSIONAL PROFILE**

Highly motivated and dedicated medical professional with over 13 years experience. Compassionate caregiver with a commitment to providing quality care at the highest standards. Excellent verbal and written communication skills with strong attention to details. Extensive clinical knowledge with a strong belief in medical ethics. Demonstrated leadership skills with ability to identify problems and make sound decisions.

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| * Trilingual in English, Polish | * Ophthalmology experience & training |
| * Management and customer service experience | * Extensive hospitality training |
| * Reliable and able to multitask | * Strong clinical background |

**EXPERIENCE**

*StepRite LLC* Wethersfield, CT

***Pedorthist Assistant 2011***

* Fitted customers with customized footwear to relieve pain and address medical conditions affecting their feet and lower limbs
* Utilized custom molds and splints to ensure feet were supported to increase mobility
* Handled marketing and sales for large client base throughout Connecticut
* Provided customers with information on how products could be covered by insurance

*The Sawyer School* Hamden, CT

***Medical Assistant Instructor 2008-2009***

* Taught health management, medical labs, medical terminology, records management, medical ethics, Pharmacology, medical billing and coding to students
* Provided students the necessary knowledge and clinical skills to assume the role as a medical assistant in a healthcare setting
* Communicated extensively with all internal departments, gave student evaluations and grades
* Created PowerPoint presentations

*Middlesex Eye Physicians* Middletown, CT

***Ophthalmic Technician 2007-2008***

* Worked with physicians taking patient information, transcribing, administering refractions and taking eye pressure with applanation tonometry
* Assisted with minor surgeries, administering visual field tests & fundus photography, OCT tests
* Ordered, maintained and took inventory of supplies
* Addressed patient concerns, researched and resolved problems to ensure service satisfaction
* Greeted visitors and answered a busy multi-line telephone system while handling general inquiries, screening calls and transferring calls

*Nurse Network*  East Hartford, CT

***Case Management Nurse 2000-2006***

* Worked with patients in hospitals, group homes and home care settings
* Assisted the clinician with administering treatments and medication
* Provided wound care for patients and case management for diabetes, HIV and cancer patients

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**EXPERIENCE (Continued)**

*Grove Manor Health Care Center* Waterbury, CT

***Case Management Nurse***  ***2005-2006***

* Administered treatments and medication under the orders of the doctor
* Skilled in medical record upkeep, insertion and change catheters and blood pressure checks
* Trained and managed facility, teaching infection control
* Provided support and respite care for hospice patients; maintained confidential files and records

*Midstate Visiting Nurse and Hospice* Meriden, CT

***Counselor and Case Management Nurse***  ***2001-2005***

* Assisted in the care of patients in a home care setting and group homes
* Maintained medications and kept up with patients scheduled medical appointments
* Provided wound care, using the wound vac, and treatment of ulcers

**EDUCATION & TRAINING**

*Unified School District #1*  Wethersfield, CT

***American Hotel & Lodging Educational Institute Certificate 2009-2010***

***Hospitality Operations Technology Certificate***

*Allergan Access* Middletown, CT

***Anatomy & Physiology of the Eye Certification 2007***

***Triaging Ocular Emergencies Certification***

*Pegasus*  Meriden, CT

***Wound Care Certification 2003***

*New England Technical Institute* New Britain, CT

***Associates Degree in Nursing 1999***

*Morse School of Business* Hartford, CT

***Business Administration Management 1998***

*New Britain High School* New Britain, CT

***Certified Nursing Assistant Certification* 1993**

*Saint Thomas Aquinas High School* New Britain, CT

***High School Diploma*  1993**

References for

**TANIA L. ORTIZ**

**Teona Briggs**

Supervisor Nursing

235 East Street

New Britain, CT 06053

(860) 832-9860

**Keith Denio**

Clinical Director

Nurse Network

5 Central Avenue, 1st Floor

East Hartford, CT 06108

(860) 282-7110

**Gosia Musiej**

Director of Human Resources

Middlesex Eye Physicians

30 Burgundy Hill Lane

Middletown, CT 06457

(860) 550-4885

**Susan Gunderman**

STRIDE Job Developer

Quinebaug Valley Community College

742 Upper Maple Street

Danielson, CT 06239

(860) 412-7319