**Caroline Guinn**

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**OBJECTIVE**

Dedicated, driven, and passionate Clinical Staffing Coordinator/Unit Clerk pursing a challenging career opportunity in a leading Healthcare organization that will allow me the opportunity to best utilize my healthcare experience, organizational skills, and interpersonal talents to bring value and benefit to the organization.

**EXPERIENCE**

**Clinical Staffing Coordinator/ Hospital Unit Secretary**

Texas General Hospital April 2014 to Present

* Responsible for Management of Nursing staff coverage for ICU and Medical Surgical Units, Emergency Department, and Surgical Services
* Management of staffing payroll for ICU and Medical Surgical Units
* Super User for CPSI and Athena Electronic Health Record systems
* Conduct concurrent and post-discharge Nursing chart audits, Restraint Logs, bed-side Moderate Sedation logs, and MOT logs
* Chart Review Committee member responsible for reporting nursing chart audits, clinical staff education, and performance improvement plans
* Responsible for document organization and control of approved forms, physician order sets, and patient care protocols on the ICU and Medical Surgical Units
* Management of ICU and Medical Surgical inventory and supply orders
* Responsible for answering patient call lights and direct communication to nurses on patient needs
* Management of communication flow to Physicians, clinical team members, and ancillary departments
* Responsible for retrieving, filing, and submitting all necessary documents and requests for Physicians and clinical team members
* Established relationships with internal staff, patients, and Physicians to facilitate qualitative patient care
* Notified support services of issues related to Housekeeping and Facility Maintenance
* Experience with CPSI and Athena EHR systems, ADP payroll system, ActionCue Event Reporting system, and MCN electronic forms repository

**Clinical Testing Specialist/ Inventory and Office Upkeep**

Ft Worth Vascular & Surgical Associates April 2014 to Present

* Development and Management of Physician Marketing and Referral Program
* Responsible for tracking, education, and assisting Clinical Genetic Testing
* Inventory and Supply Management
* Management of Clinic Housekeeping

**Lead Evening Host**

Meddlesome Moth Aug 2013 to Jan 2014

* Responsible for floor coordination

**Account Executive**

Neopost USA Feb 2013 to July 2013

* Generation of leads through cold calling on small to medium sized companies
* Education to Business Owners on software and mailing technology solutions to reduce costs and increase market shares
* Customer service roles and responsibilities

**Sales Representative**

H20 Swimwear June 2012 to Dec 2012

**Clinical Sales Specialist**

Trireme Medical Inc. Dec 2011 to May 2012

* Education to Cath Lab staff of varying skill levels on peripheral products
* Conduct sales meetings with Hospital stakeholders and Physicians
* Generation of new business accounts through marketing presentations and Lab in-services

**Account Executive**

Morris Innovative Feb 2010 to May 2010

* Development of Dallas territory
* Training Physicians and Staff on FISH device techniques and protocols
* Tracking and trending reports of patient outcomes

**Clinical Sales Specialist**

Cardiovascular Systems Inc. June 2009 to Dec 2010

* Physician education on Diamondback System patient benefits, procedural techniques, and clinical applications
* Creation of Referral Program and expansion of device usage territory

**EDUCATION**

University of Texas Arlington

Major: Bachelor of Science Nursing currently enrolled

Austin College

Bachelor of Political Science and Anthropology Studies May 2007

Senior Media Internship Feb 2007 to June 2007

**CERTIFICATIONS**

Certified Nurse Assistant 2018

Basic Life Support 2018

FEMA Emergency Management 2017

HAZWOPER Training 2017