**Miranda H. Gore**

**1413 Still Meadow Drive., Kaufman, TX 75142**

[**Randahope09@yahoo.com**](mailto:Randahope09@yahoo.com)

**Tel: 469-364-0339**

Objective

Compassionate and driven registered nurse eager to secure a position in the emergency department where I can use my knowledge and training to provide the utmost patient-centered care.

Work Experience

Registered nurse (June 2018- Present)

**UT Health East Texas** (Athens, TX)

Registered nurse on busy medical surgical floor for adult and pediatric patients.

* Provides patient care
* Performs thorough head to toe assessment
* Administers medications
* Charting
* Over-sees patient care assistants
* Coordinates and collaborates with mult-disciplinary staff including physicians, case workers, physical therapy, as well as other ancillary staff

Front Office Supervisor (May 2012- March 2017)

**Lakeside Allergy, Ear, Nose, and Throat** (Rockwall, TX)

Supervised and managed front office staff in a busy ENT clinic. Multi-tasked in multiple computer systems and various medical insurance websites. Also responsible for:

* Over-seeing front office duties among staff members
* Managing money and making deposits
* Creating and editing template for physicians’ schedules
* Managing office referrals from other physicians
* Approving and managing time off requests among office employees
* Handling patient concerns

Medical/Front Office (June 2007- May 2012)

**Texas Health Med-Synergies**, Sunnyvale Medical Group (Sunnyvale, TX)

Trained to multi-task in a very busy work environment. Also responsible for:

* Scheduling appointments for patients
* Checking patients in and out
* Collecting co-payments, deductibles, co-insurance, and balances owed
* Verifying insurance through several different insurance carriers for all different services such as office visits, lab/x-ray, and preventative care
* Answering phones
* Scanning/copying/faxing paperwork

Education

**Associate Degree in nursing-**Trinity Valley(August 2010 - May 2018)

Community College, Kaufman, TX

**High School Diploma**-West Mesquite High School, (August 2002-May 2006)

Mesquite, TX

License and Certifications

**Licensed registered nurse** (June 2018)

RN license no: 944681

**BLS for healthcare providers**

through American Heart Association (July 2018-July 2020)

Clinical Experience

**Baylor Scott & White**,Sunnyvale, TX -Medical/surgical/CSU/ICU (2017-2018)

**UT Health East Texas**,Athens, TX -Medical/surgical, OR, & ED (2017-2018)

References:

Jamie Spears, R.N. 214-949-9553

(Registered nurse at Texas Health Presbyterian Kaufman)

Melodie Wong, R.N., M.S.N. 214-336-5804

(Trinity Valley Community College)

Gregory Young, M.D. 972-771-5543

(Previous employer)