

Contact

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www.linkedin.com/in/moniquenortiz
(LinkedIn)

Top Skills

Customer Service

Critical Thinking

Administrative Assistance

Languages

English (Native or Bilingual)

Certifications

Emergency Nursing Pediatric Course

Neonatal Resuscitation Program

Pediatric Advance Life Support

Advanced Cardiac Life Support

Trauma Nursing Core Course

Honors-Awards

Navy and Marine Corps
Achievement Medal (Second Award)

Navy and Marine Corps
Achievement Medal

Enlisted Fleet Marine Force Warfare
Specialist (GCE)

Monique Ortiz, BSN, RN, CEN

Emergency RN, USN Veteran, MBA Candidate

Greater Denver Area

Summary

Ambitious and compassionate registered nurse aspiring to practice, acquire, and improve skills to promote health across the nursing care continuum. After working in hospitals throughout Afghanistan while serving in the US Navy, I devoted my life to helping others with an emphasis in emergency care.

Experience

HealthONE

Registered Nurse - Emergency Department

February 2017 - Present (3 years 6 months)

Englewood, Colorado

Swedish Medical Center - Level 1 Trauma Center

Swedish Belmar ER - Free-standing ER

Swedish Southwest ER - Free-standing ER

- Provides direct nursing care in accordance with established policies, procedures, and protocols of the healthcare organization.
- Worked efficiently in high stress situations in a 42 bed emergency department while ensuring patients were treated with dignity; provided, coordinated, documented and inputted patient care data in documentation systems.
- Applied strong commitment to quality control by ensuring cohesiveness through effective communication among care staff; served as a liaison between patients and the physicians.
- Decisively and confidently made judgments on patient conditions based on vital signs, patient presentation, and initial assessment; triaged to appropriate zone; activated specialized teams when indicated such as stroke team, sepsis coordinators, trauma services, and cath lab.
- Prioritized patient care based on acuity level and available resources.
- Merged empathy and strong interpersonal skills by ensuring both physical and emotional needs of patients and families were maintained.
- Assists physician during examination, treatment, and procedures.

- Serves as the primary coordinator of all disciplines for well coordinated patient care.
- Monitors, records, and communicates patient condition as appropriate utilizing computerized documentation systems.

Hydrate IV Bar, LLC

Registered Nurse

January 2020 - Present (7 months)

Greater Denver Area

Providing IV nutrient therapy in a restorative, spa-like atmosphere. With comfortable chairs, soothing music and a menu of services for illness, wellness, recovery, and beauty.

IV therapy, Intramuscular injections, Subcutaneous Injections, Sales

U.S. Department of Veterans Affairs

Medical Support Assistant

October 2014 - April 2015 (7 months)

Denver, CO

- Provided medical support to Outpatient Care Clinics at the Denver VAMC.
- Performed clerical duties such as answering telephones, scheduled/cancelled/rescheduled patient appointments.
- Handled filing related to the facility and specific units.
- Operated on the electronic wait list to reduce the percentage of patients waiting to receive medical care at all 8 of the Eastern Colorado Health Care System clinics by over 60%.
- Received patients/family members/visitors in person or telephonically; recorded and relayed messages and redirected calls or performed scheduling changes as necessary; obtained identifying information and determine the nature of the call; and referred patients to the Triage Nurse when appropriate.
- Scheduled appointments and provided information regarding outpatient clinics; entered and retrieved information and data from the Clinical Information System.

Pueblo Community College

Administrative Assistant

August 2013 - May 2014 (10 months)

Pueblo, Colorado Area

- Provided coverage for front reception desk to assist all faculty, students, and visitors.

- Answered and directed large numbers of incoming calls for the Dean of Arts & Sciences as well as his administrative assistant.
- Assisted in filing, typing, and general data entry to maintain proper organization within the Dean's office.
- Made copies, maintained file order, removed/shredded documents, and created binders and labels for adjunct instructors to assist with the organization of documents.

US Navy

Personnel Specialist - Petty Officer Second Class

November 2007 - December 2011 (4 years 2 months)

Greater San Diego Area

Duty Stations:

PSD Camp Pendleton, CA

Naval Hospital Twentynine Palms, CA

I Marine Expeditionary Force, Camp Pendleton, CA

I Marine Expeditionary Force (Forward), Camp Leatherneck, Afghanistan

- Maintained over 1,250 active duty and reserve personnel finance records.
- Processed over 2,500 service record entries and transitioned over 400 service records to the electronic service record.
- Processed over 350 Officer and Enlisted gains to the command as well as 170 Officer and Enlisted permanent change in station travel allowances, orders, reimbursements, and overpayments.
- Authored one command policy letter directed to subordinate commands.
- Processed over 2,500 leave transactions through the Navy Standard Integrated Personnel System (NSIPS).
- Processed 20 Enlisted DD214s, 45 reenlistments, and 16 contract extensions.
- Verified advancement eligibility and initiated 75 enlisted advancement worksheets and 30 promotion letters with zero discrepancies.
- Aided in the administration of the E4-E6 advancement testing cycles.

Education

Regis University

Master of Business Administration - MBA, Health Industry

Leadership · (2020 - 2021)

Denver School of Nursing

Bachelor of Science (B.S.), Registered Nursing/Registered Nurse · (2015 - 2016)

Aims Community College

Nursing Aide, Nursing Assistant/Aide and Patient Care Assistant/Aide · (2014 - 2014)

Pueblo Community College

Associate of Arts, Pre-Nursing Studies · (2013 - 2014)

University of Colorado Colorado Springs

Pre-Nursing Studies · (2012 - 2013)