

Kaitlyn Garcia

4500 Branford place, Sugar Land, Texas 77479 • (210) 383-2061 • 1995katygarcia@gmail.com

EDUCATION

The University of Houston, College of Nursing, Sugar Land, TX

Pursuing a Bachelors of Science in Nursing, Fall 2020

The University of Texas at San Antonio, College of Liberal and Fine Arts, San Antonio, TX

Bachelors of Arts in Psychology, August 2017

SUMMARY OF QUALIFICATIONS

- Outstanding interpersonal communication skills
- Communicates clearly and effectively in many formats such as email, phone calls, verbal and nonverbal communication skills
- Open minded team member and team leader
- Efficient in time management
- Analytical thinker with strong attention to detail
- Excels in the ability to multitask with email, phones, and various communication tools
- Confident in working independently
- Computer skills: expert in Microsoft word, Excel, PowerPoint
- Thorough understanding of HIPPA and privacy policies
- Proven Leadership skills through participation in student organizations and ROTC

WORK EXPERIENCE

Certified Dermatology Technician, Texas Dermatology, San Antonio, Texas Oct. 2017 – April 2018

- Certified through ACDT
- Communicate with the patient, drug representatives, lab facilities
- Help facilitate patient-Doctor interactions
- Provide quality patient/customer care
- Manage over phone calls and e-mails from patients and Physicians
- Took patient's vitals, drew blood, and performed biopsies, removed sutures
- Schedule Patient-Doctor Visits
- Multitask with patient care, assist physicians with procedures and back office work
- Managed phones by answering patients' questions and concerns, speaking to sales representatives
- Performed investigative work into the patient's charts to get patients Prior Authorizations approved

Medical Scribe, Texas Dermatology and Laser Specialist, San Antonio, Texas May '16 - Oct '17

- Excellent listener, works well under pressure
- Documented more than 1000 patient medical records, vitals, diagnostics, procedures, prescriptions
- Facilitator between Physicians and multidisciplinary team
- HIPPA certified
- Managed confidential and sensitive healthcare records
- Worked with electronic medical record software

CERTIFICATIONS

- EpiCorps Contract Tracing Training May 2020
- Basic Life support (BLS) certified by the American Heart Association August 2019
- Heart saver First Aid certified by the American Heart Association August 2019
- Sigma Theta Tau International Honor Society of Nursing
 - Ethical Principles for Nurse Managers Certificate Spring 2020
 - Patient Safety in the Health Care Workplace Spring 2020
- CDC and prevention General Best Practice Guidelines for Immunization Certification Spring 2020
- Culturally Competent Nursing Care: A Cornerstone of Caring Spring 2020

ACTIVITIES

- The American Nurses Credentialing Center (ANCC) student member Spring 2020
- Emergency Nurses Association (ENA) student member Summer 2020
- Completed ROTC Basic Camp MSIII Summer 2019
- Pre-Medical Society at UTSA Volunteer Coordinator Officer 2016-2017

VOLUNTEER EXPERIENCE

- 3rd Annual Third Ward Collaborative Children's Health Fair Feb. 2020
- Volunteer, Travis Park Free Corazon Clinic, San Antonio, Texas August 2014- December 2018
- Charted patient visits, assisted in psychological evaluations
 - Took vitals: blood pressure, blood glucose, heart rate, pulse
 - Listened to heart sounds, breath sounds, as well as observed respiratory rates and rhythms
 - Worked with patients with psychological problems, health issues, and emergencies
 - Handled and counseled patient's on medication
- Walk to end Alzheimer's, San Antonio, Texas Sep. 2016
- Papa's Cars and Burgers showdown, San Antonio, Texas Oct. 2016
- For the Kids Dance Marathon, San Antonio, Texas Oct. 2016
- Kinetic Kids 15-year Festival, San Antonio, Texas Oct. 2016
- CORE4 STEM Expo, San Antonio, Texas Nov. 2016
- Raul Jimenez Thanksgiving Dinner, San Antonio, Texas Nov. 2016
- Basura Bash, San Antonio, Texas Feb. 2017

HONORS AND AWARDS

- R.E. Bob and Vivian Smith foundation, scholarship recipient Spring 2020
- Alpha Lambda Delta Honors Society initiated member at UTSA (April 5th 2014)
- Alpha Epsilon Delta Distinguished member UTSA 2017
- Fall 2013 Honor Roll
- Fall 2015 Honor Roll
- Fall 2016 President's List
- Summer 2017 Honor Roll
- Pull up competition 1st place 2018
- 1st place in Drill and Ceremony at Cadet Summer Training, Fort Knox, KY 2019