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|  | Necko Esters  6407 Atlasridge Drive, Houston, TX 77048 | neckoesters@gmail.com | 936.244.7608 |
| Professional summary | Highly skilled nursing professional with 25 years of practical experience within hospital, home health, and primary care environments. With various skills which includes but not limited to the following:  **Management:** Scheduling of office and nursing staff, initiating team building activities, and social work skills, train nurse aides, medical assistance and skilled nurses to patient to make sure they are taken care of effectively. Administrative: Front office procedures including answering phones, scheduling appointments, organizing patient charts, filing documents, bookkeeping including accounts payable and receivable, typing correspondence, handling insurance information, the use of a Dictaphone to transcribe medical reports, and experience with CTR computer. Proficient computer skills including Microsoft office and email, managing heavy daily patient volume including telephone triage, and patient referral. And proficient in all documentation/record maintenance/paperwork to ensure accuracy and patient confidentiality.  **Clinical:** Knowledge of medical terminology, vital signs, cardiopulmonary resuscitation certification, cauterization, injection administration, office first-aid, lab procedures, and hematology including blood collection and chemistry. Also work with and have a complete knowledge of complete physical examinations, pharmacology, disease control, sterile tray set-ups, electrocardiograms, physical therapy techniques, nasal gastric tube insertion, care and changing of colostomy, dressing of wound care, overall diagnostic testing, asepsis, patient care, physician assistance in examination and minor office surgery. This also includes use and knowledge of EKG Monitors, Bld Administers, Chemo monitoring of patients, ICU step down unit, monitoring patients on cardium drip/Dopamine/Lidocaine pain management, and nursing care (holistic). Supra pubic cath insertion care, IV discontinue with pulling out, wound care with use of wound vac or meds to heal wounds, vent care and change of trach and G-button or peg tube administration and care. As well monitoring hospice patients. |
| Credentials | **Board Examination License, State of Texas** 1997 |
| Experience | **Autumn Leaves at memorial city** houston, tx  2019-present  **Management:**   * DON of Assistant Living Facility * Hiring, Firing and Interviewing * Facilitate Classes for new Med Techs and Employees * Community Outreach with Families and Staff * Communicate with Regional Team on a weekly basis * Office Manager of 15+ and Personal Assistant to DON * Scheduling * Billing and collections * Communicate w/ doctors, patient families and healthcare professionals (I.e. PT/OT) * Accounts payable and receivable * Build Evacuation Planning for Patients and Staff * Human Resources   **Administrative:**   * Coordinating (staffing/patient care/supplies) * Training med tech providers and care givers * Filing * Provide/Teach information regarding disease process and drugs   **Clinical:**   * Adult Care/Elderly Care * Hospice Care * IV administration and removal through Paragon * Medication administration * Glucose monitor * Transfer of Patients to and from Hospital and Adult Care Facility * Wound Care (wound vac/dressing) * Blood Pressure Monitor * Oxygen Administration * Dementia Patients   **Brookdale** houston, tx  2014-2018  **Management:**   * Health & Wellness Director and Weekend Supervisor * Hiring, Firing and Interviewing * Facilitate Classes for new Med Techs and Employees * Community Outreach with Families and Staff * Communicate with Regional Team on a weekly basis * Office Manager of 200+ * Scheduling * Billing and collections * Communicate w/ doctors, patient families and healthcare professionals (I.e. PT/OT) * Accounts payable and receivable * Human Resources   **Administrative:**   * Coordinating (staffing/patient care/supplies) * Training med tech providers and care givers * Filing * Provide/Teach information regarding disease process and drugs   **Clinical:**   * Adult Care/Elderly Care * Hospice Care * IV administration and removal through Paragon * Medication administration * Glucose monitor * Transfer of Patients to and from Hospital and Adult Care Facility * Wound Care (wound vac/dressing) * Blood Pressure Monitor * Oxygen Administration * Dementia Patients   **siercam** richmond, tx  2012-2014 PRN  **Administrative:**   * Coordinating (staffing/patient care/supplies) * Training providers and care givers * Filing * Provide/Teach information regarding disease process and drugs   **Clinical:**   * Geriatric/Adult Care/Pediatric/Adolescent * IV administration and removal through Paragon * Medication administration * Glucose monitor * Blood Draw (lab) * Wound Care (wound vac/dressing) * Blood Pressure Monitor * Immunizations * Foreign Shots * Flu Shots/H1N1 Injections * Injections (B-12 and Blood Thinners/Psyc. Medication) * Hospice Care * Rehab * Psyc. Patients * Neb Treatment * Oxygen Administration   **tilton** missouri city, tx  2012-2017 PRN  **Administrative:**   * Coordinating (staffing/patient care/supplies) * Training providers and care givers * Filing * Provide/Teach information regarding disease process and drugs   **Clinical:**   * Geriatric/Adult Care/Pediatric/Adolescent * IV administration and removal through Paragon * Medication administration * Glucose monitor * Blood Draw (lab) * Wound Care (wound vac/dressing) * Blood Pressure Monitor * Immunizations * Foreign Shots * Flu Shots/H1N1 Injections * Injections (B-12 and Blood Thinners/Psyc. Medication) * Hospice Care * Rehab * Psyc. Patients * Neb Treatment * Oxygen Administration   **lifestyle** missouri city, tx  2012-2018 PART-TIME  **Management:**   * Office Manager of 2 * Scheduling * Insurance billing, electric billing, billing and collections * Accounts payable and receivable * Human Resources   **Administrative:**   * Coordinating (staffing/patient care/supplies) * Training providers and care givers * Filing * Provide/Teach information regarding disease process and drugs   **Clinical:**   * Geriatric/Adult Care/Pediatric/Adolescent * IV administration and removal through Paragon * Medication administration * Glucose monitor * Blood Draw (lab) * Wound Care (wound vac/dressing) * Blood Pressure Monitor * Immunizations * Foreign Shots * Flu Shots/H1N1 Injections * Injections (B-12 and Blood Thinners/Psyc. Medication) * Hospice Care * Rehab * Psyc. Patients * Neb Treatment * Oxygen Administration   **bio** houston, tx  2007-2011 PRN  **Administrative:**   * Coordinating (staffing/patient care/supplies) * Training providers and care givers * Filing * Provide/Teach information regarding disease process and drugs   **Clinical:**   * Geriatric/Adult Care/Pediatric/Adolescent * IV administration and removal through Paragon * Medication administration * Glucose monitor * Blood Draw (lab) * Wound Care (wound vac/dressing) * Blood Pressure Monitor * Immunizations * Foreign Shots * Flu Shots/H1N1 Injections * Injections (B-12 and Blood Thinners/Psyc. Medication) * Hospice Care * Rehab * Psyc. Patients * Neb Treatment * Oxygen Administration   **Corazon** houston, tx  2006-2011 PRN  **Administrative:**   * Coordinating (staffing/patient care/supplies) * Training providers and care givers * Filing * Provide/Teach information regarding disease process and drugs   **Clinical:**   * Geriatric/Adult Care/Pediatric/Adolescent * IV administration and removal through Paragon * Medication administration * Glucose monitor * Blood Draw (lab) * Wound Care (wound vac/dressing) * Blood Pressure Monitor * Immunizations * Foreign Shots * Flu Shots/H1N1 Injections * Injections (B-12 and Blood Thinners/Psyc. Medication) * Hospice Care * Rehab * Psyc. Patients * Neb Treatment * Oxygen Administration   **Ultra Staff** Houston, tx  2006-2008 PRN  **Administration:**   * Coordinating (staffing/patient care/supplies) * Training providers and care givers * Provide/Teach information regarding disease process and drugs * Filing * Kinnser program   **Clinical:**   * Geriatric/Adult Care/Pediatric/Adolescent * IV administration and removal through Paragon * Medication administration * Glucose monitor * Blood Draw (lab) * Wound Care (wound vac/dressing) * Blood Pressure Monitor * Immunizations * Foreign Shots * Flu Shots/H1N1 Injections * Injections (B-12 and Blood Thinners/Psyc. Medication) * Hospice Care * Rehab * Psyc. Patients * Neb Treatment * Oxygen Administration   **special kids care** houston, tx  2001-2009 PART-TIME  **Administration:**   * Coordinating (staffing/patient care/supplies) * Training Skilled Nurses * Provide/Teach information regarding disease process and drugs * Filing   **Clinical:**   * Pain Management * GB care and change * Trach care and change * Medication Administration * Feeding via PO/GB * Suction * Pediatric Adult Care * Vital Signs * Holistic Nursing Care * Vent * Wound Care Management * CPAP/BIPAP * Iron lungs * Neb Treatment * Administration oxygen * Complete Assessment  **M.D. anderson** houston, tx1997-2001 **Management:**   * Charge Nurse * Social Worker * Scheduling   **Clinical:**   * Monitor blood and chemo administration * IV monitor and placement * Long line and CVC care * ICU step down unit * Pain Management * Holistic Nursing Care |
| Education | **texas southern university**, houston, tx  nursing 2006-2008  **north harris montgomery college**, montgomery, tx  vocational nursing and nursing 1991-2006  **national education center-north**, houston, tx  medical assistant 1990 |
| References | **upon request** |