

Gina Mendoza

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Objective

Dedicated and compassionate Licensed Vocational Nurse (LVN) and Unit Secretary with over 20 years of experience providing high-quality patient care and administrative support within healthcare settings. I seek to leverage my clinical skills and organizational abilities to contribute to a dynamic medical team.

Skills

Proficient in administering medications and treatments as prescribed by physicians. Skilled in monitoring and assessing patient conditions, vital signs, and changes in health status. Experienced in wound care, injections, and catheterization. Ability to provide emotional support and maintain patient comfort. Knowledgeable in infection control protocols and maintaining a clean and safe environment.

Administrative Skills

Competent in documenting patient information accurately and efficiently. Proficient in using electronic medical records (EMR) and hospital information systems. Skilled in managing patient admissions, discharges, and transfers. Excellent communication skills for coordinating with medical staff, patients, and their families. Ability to organize and maintain patient charts, records, and documentation.

Experience

Alameda Hospital, Unit Secretary

July 2001-Present

Managed patient admissions and discharges, ensuring accurate documentation. Scheduled appointments, tests, and procedures for patients, optimizing workflow. Maintained patient charts, records and ensured their confidentiality. Coordinated communication between medical staff, patients, and their families. Answered phone calls, responded to inquiries, and directed messages appropriately. Assisted in maintaining inventory, ordering supplies, and ensuring unit organization.

Marina Garden Nursing Home, LVN

August 2018-August 2020

Administered medications, treatments, and therapies as prescribed by physicians. Monitored and assessed patients' conditions, vital signs, and treatment reactions. Collaborated with the interdisciplinary team to develop and implement patient care plans. Provided emotional support and education to patients and their families. Maintained accurate and detailed patient records in the electronic medical record system. Assisted in patient admissions, discharges, and transfers.

Education

Bay Area College of Nursing, December 2012

Completed Vocational Nursing Program

Licenses

Licensed Vocational Nurse
