

# BERENICE ARROYO LVN

12022 Old River School RD, Downey, CA 90242 | (H) 562.659.8485 | (C) 323.794-3363 |

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## Professional Summary

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To utilize my nursing knowledge and skills that I have acquired through the years as a healthcare professional. I am seeking to continue delivering work excellence within an organization that offers both challenging and professional development in an environment committed to excellent patient care.

## Skills

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## Certifications

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Blood Withdrawal Certified CPR & AED Certified Injections Bi-Lingual / English & Spanish Office Ally & Medi-Soft EMR

## Work History

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### Sr. Bilingual LVN

02/2012 to Current

#### Kaiser Permanente Downey Medical Center – Downey, CA

- Utilize my nursing knowledge in OBGYN setting, assist in minor surgeries, procedures, vital signs, MD orders administer medications/ immunizations.
- Triage phone messaging and calls.
- Preop /postop care, train new employees.

### Sr. Clinical LVN

06/2010 to 04/2011

#### AllSafe Medical Group – Downey, CA

- Performed vitals/glucose testing and assisting in administering injections and urinalysis.
- Recorded patients' medical history, vital statistics and test results in medical records.
- Collected blood, tissue and other laboratory specimens and prepared them for lab testing.
- Authorized drug refills and provided detailed prescription information to pharmacies.
- Assisted doctors with surgeries and non-invasive procedures.
- Utilized strong assessment skills to determine necessary patient care.
- Trained new staff on quality control procedures.
- Delegated staff nurse duties.

**Little Company of Mary Hospital LVN Clinical Care Tech – Torrance, CA**

- Care for pre-op/post-op mentally and terminally ill patients, such included vital signs, injections, blood draw, collection of specimens, administration of medications as directed by MD, wound care, record intake/output, provide bedside care, provide care to psych patients, suction, g-tube feeding, record overall daily assessment and care of assigned patients .

**Premier Nursing Services – Long Beach, CA**

- Registry LVN/ (Mental Health Institutions/Psych Hospitals) Delivered care to patients with mental illness through different mental institutions hospitals and homes.
- Responsibilities in accordance to my scope of practice, included bedside care, medicine administration, assist in preparing daily activities, and participate in group activities or one on one session.
- Prepare medical records and develop care plans.
- Prepare daily activities for residents.
- In hospital setting I provided one on one nursing care and document and report observations and services on a daily basis.
- During the gap in my work history I have raised three beautiful children, completed Medical Assistant certification, Billing and coding certification, HHA/CNA certification, I also completed my RN prerequisites, my LVN Nursing License and obtained an AA degree in Child Development/Daycare center associate.
- I am continuously enhancing my knowledge by taking trainings in other areas such as business and real estate.
- I also have the pleasure of being part of many organizations that focus on physical and mental well being, I use my free time to help others reach their nutritional and health goals.
- I also provide home nursing care to immediate relatives and friends on an on- call basis.
- Now looking forward to completing a BSN and seek further experience as a health care professional.

**Medical Assistant**

01/2001 to 01/2002

**Rita Medical Group**

- Front/Back office MA for busy OB/GYN practice, responsible for answering phones, schedule appt.
- deliveries and surgeries.
- Vital signs, blood draw, collect specimens, record prenatal flow.
- Also provided some assistance with office billing.

**Medical Assistant**

01/1991 to 01/2001

**Alianza Medical Group – Huntington Park, CA**

- Front/Back office MA for busy multi-specialty clinic responsible for answering phones and scheduling appointments.
- Filing, prepare medical charts, vital signs, assist in minor surgeries, paps, monitor prenatal patients provide teaching of proper nutrition and care of newborn, assess pediatric patients and provide care as ordered by MD, injections, blood draw, sterilize medical equipment.
- Bernice Arroyo, LVN.

## Education

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**Vocational Nurse Program Certification Licensed Nurse: Diverse Nursing Care & Mental Health** 2008

**Advanced College** - Paramount, California

Diverse Nursing Care & Mental Health

Nursing 2008

**East Los Angeles College** - Los Angeles, CA

Nursing

**AA Degree: Child Development** 2003

**East Los Angeles College** - Los Angeles, CA

Child Development

**AA:**

**BA: Child Development** 1999

**Child Daycare Center Associate Bryman College** - Los Angeles, CA

Child Development

**Medical Assistant Reception Certification Medical Technician Certification Billing and Coding Certification Ward Clerk/ Medical Terminology Certification:**

## Affiliations

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Prenatal Education for CPSP Program State of California ASSOCIATIONS Association of Women's Health, Obstetric and Neonatal Nurses March of Dimes Association Avon Walk for Breast Cancer Association Special Olympics LA Fitness & Nutrition Representative Domestic Violence & Abuse Associate