ARCHIE LAGAN

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| **General Skills** | **Administrative Skills** | **Clinical Skills** |
| * Effective and professional communication
* Understanding and application of legal and ethical concepts
* Taking on a role in patient education with respect to disease prevention and management, medication management, and health maintenance
* Management skills
 | * Scheduling appointments
* Performing inpatient and outpatient admissions and procedures
* Type a minimum speed of 35 wpm
* Demonstrate computer literacy
 | * Administering various forms of injections
* Application of principles of aseptic technique and infection control
* Performance of vital signs
* Collection and processing of specimens
* Performance of lab tests
* Performance of ECGs (or EKGs)
* Performance of phlebotomy procedures
* Performance of patient screenings
* Preparation of patients for examinations, procedures, and treatments
* Response to emergencies
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 **Other:**

* Professional Liability Insurance
* Bilingual English/Tagalog
* Basic Life Support Certification

EDUCATION AND TRAINING

***College Diploma-Bachelors of Science in Nursing***

Bataan Peninsula State University, Bataan Philippines

**March 2007**

**Related Job experience:**

* Exposed to Major and minor operations in the Hospital
* Performed and assigned as Surgical Nurse and scrab Nurse.
* Assigned at Special Area like: Operating room, Delivery Room, Maternity and Surgical ward.
* Assigned to Public community health centers,Redcross.

PROFESSIONAL EXPERIENCE

**Atria Senior Living Santa Clara, CA**

***Resident Medication Assistant/Caregiver*** December 2011-February 2013

* Administering Medications based on Medication Administration Record
* Scheduling and follow up Doctor's appointment
* Medication orders and refills
* Complying State regulation on safety standard in handling controlled medication.

**Sunrise Assisted Senior Living**

***Caregiver/Lead -care Manager***  February 2013 -June 2015.

* Assisting resident on Activity of daily living.
* Help transfer patient from bed to wheel chair

**Palo- Alto Commons**

***Unit Coordinator***

*Palo Alto*

*June 2015 to February 2016*

Handing (2) Units

* Administering Medications
* Making Doctor's appointments
* Medication refills and Orders
* Documentation and reports daily.
* Managing staff

**Nonrelated Job Experience:**

**Merlin Solar Technology**

February 2016 to August 2018

Lead Operator

**El Camino Health-Urgent care**

 Certified Medical assistant.

November 2019- Present.

References upon request