**Nigel H. Arthur**

70 e 5st Ave | Broomfield, CO 80020 | (235) 294-4588

EMPLOYMENT HISTORY

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| **Healthcare Assistant** | **Broomfield, CO** |
| Brooklyn Hospital | *June 2011 – Present* |

Preparing patient rooms for examinations. Attending physical examinations with the physician, providing supplies and support where needed. Following up with patients concerning test results/ referrals. Recording actions in the EHR. Taking and recording patients’ vital signs as prescribed by nursing protocol/ physician’s orders.

*Major Accomplishments*

● Generated an online, cloud-based recordkeeping system increasing proficiency in documenting nursing activities via forms, reports, and logs by 59%.

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| **Healthcare Assistant** | **Scottsdale, AZ** |
| Seattle Mediclinic, Scottsdale, AZ | *January 2008 – May 2011* |

Reading and recording temperature, pulse, and breathing rate. Completing and submitting clinical documents following agency procedures. Recording chief complaints, taking vital signs and health information, and performing routine tests and procedures, including venipuncture, blood pressures, respirations, pulse rates, height, and weight. Preparing equipment/ supplies and cleaning examination rooms, preparing for patient examinations.

*Major Accomplishment*

● Instigated an automatic instrument sanitation and sterilizing schedule with phone notifications/ reminders, decreasing infection risk by 98%.

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| **Administrative Assistant** | **Butte, MT** |
| Various Family Enterprises (Vocational Job) | *July 2005 – November 2007* |

Scheduled and coordinated appointments and events for supervisors. Entered client information and financial data into computer system.

*Major Accomplishment*

* Implemented a off-the-shelve CRM system, saving the company $45,000 in the first year of use.

EDUCATION HISTORY

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| Bachelor Degree in Nursing Sciences, Loyola University | **Broomfield, MT**  *2000 – 2002* |
| Nursing School, Jackson Medical Academy | **Scottsdale, AZ**  *1996 – 2000* |