

# KIMBERLY NARANJO



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Seneca, South Carolina  
29672

## PROFESSIONAL SUMMARY

Seasoned collaborator experienced in meeting needs, improving processes and exceeding requirements in team environments. Diligent worker with strong communication and task prioritization skills.

## SKILLS

- Legal Correspondence
- Legal Research
- Legal Terminology

## EDUCATION

**Centre Of Excellence**  
The U.K. • Expected in  
01/2023

Master Herbalist

**Manhattan Academy of  
Beauty**

Tampa, FL • 06/1998

Esthetician

I received a certificate as an Esthetician and Skincare Specialist. This program lasted one year and I passed the State Exam and licensure requirements.

**Lawrence County AVTS**  
New Castle, PA • 08/1987

**Associate of Science:** Nursing  
Practice

## WORK HISTORY

### **Self-employed - Real Estate Investor**

*Tampa, FL • 03/2017 - Current*

- Worked alongside attorneys, administrative assistants and fellow legal assistants on complex cases and legal processes.
- Managed accounts and client records of clients, observing confidentiality and extreme discretion.

### **Dillard's Department Store - Sales Associate Lancome Cosmetics**

*Clearwater, FL • 08/2014 - 10/2015*

- Organized racks and shelves to maintain store visual appeal, engage customers and promote specific merchandise.
- Provided positive first impressions to welcome existing, new and potential customers.
- Helped customers locate products and checked store system for merchandise at other sites.
- Answered customer questions regarding sizing, accessories and proper care for merchandise.
- Engaged with customers to effectively build rapport and lasting relationships.
- Solved customer challenges by offering relevant products and services.

Graduated Nursing School with Honors allowing me to be licensed in all states

Twenty Four hours of Continuing Education For Nurses every 2 years to meet licensure requirements of The State Board of Nursing. Studied required courses as well as specific topics of medical interests and passing of the exams attached to the courses. I accumulated a wide knowledge base of medical information.

In 1993 I studied for an apprenticeship in Neonatal Intensive Care Nursing, Advanced Life Support, and worked for several years in The Neonatal Intensive Care Unit and Mother Baby Unit of St. Joseph's Women's Hospital in Tampa, Fl where I was employed for several years.

- Increased sales by offering advice on purchases and promoting additional products.

### **Senior Home Care - Patient Care Coordinator Licensed Practical Nurse**

*Tampa, FL • 08/2012 - 08/2015*

- Acted as main point of contact for patients, doctors and hospital staff by closely reviewing medical charts and maintaining high levels of communication.
- Worked closely with patients to deliver excellent and direct individualized patient care.
- Delivered excellent patient experiences and direct care.
- Maintained confidentiality of patient data and condition to safeguard health information.
- Worked with patients to schedule tests and procedures.
- Worked with patients and families to develop future plans and discuss care actions.
- Educated patients by explaining preparation instructions for upcoming procedures and tests.
- Established rapport and relationships with patients and external partners to cross-train and support medical staff.

### **Carrollwood Care Center - LPN Charge Nurse**

*Tampa, FL • 04/2004 - 08/2009*

- Delivered direct quality care to patients by evaluating medical conditions and managing and assessing treatments.
- Analyzed patient assessments and laboratory data to bring any issues to attention of physicians.
- Assembled and used equipment such as catheters, tracheotomy tubes or oxygen suppliers to effectively manage patient care.
- Managed daily staff assignments and patient scheduling to guarantee clinic coverage and flow.
- Promoted patient independence by teaching self-care skills and explaining conditions and medications.
- Updated patient medical records with services provided, health conditions and response to treatments using [\[Software\]](#).
- Conducted 30 patient assessments per day to obtain patient health history, pain levels, allergies and vital signs.

**Ace Home Healthcare - Patient Care Coordinator,  
Licensed Practical Nurse**

*Tampa, FL • 08/2012 - 08/2013*

- Documented accurate and complete patient information to address patient problems and expected outcomes.
- Determined need for special assessment activities for complex cases, effectively handling care plans.
- Updated documentation and reports detailing patient activities, care actions and hospital determinations.
- Managed appointment calendar for scans, lab tests, and evaluations.
- Sent and handled electronic requests for new medications and medication refills.
- Scheduled presentation appointments for pharmaceutical representations and physicians.
- Met with patients and families to discuss care and plan of action for future.
- Monitored and tracked patient vitals in [Software] to keep team informed of changing conditions.

**I ENJOY TRAVEL AND CULTURAL EXPERIENCES  
AND HAVE MOST RECENTLY LIVED IN  
MARRAKECH, MOROCCO.**

I am an enthusiastic Historical, Cultural and Genealogical Researcher and have traveled to The U.K. several times, most recently from September to October 2022. I have also traveled to Israel 3 times and throughout Europe. Living in Morocco for 4 years and traveling throughout the country gave me the opportunity to meet a many wonderful people. I learned a fair amount of Darija Arabic, Berber and French, learned to cook many traditional dishes, and how Argan Oil is made. The Indigineous Berber Culture and language is of special interest to me as my husband is Berber. I learned the customs, traditions, religious holidays and festivals. Morocco has been a great experience!

I am an avid Organic Gardener with a great interest in Botany, Permaculture and Sustainability,

I make soap and work with essential oils and organically

sourced ingredients for my own home made skin care, tinctures, salves, and teas.