Melissa A. Stopka, RN, OCN

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Shorewood, IL 60404

[nursestopka@gmail.com](mailto:nursestopka@gmail.com)

630-687-4832

Self-motivated, reliable worker with the ability to quickly learn new concepts and skills. Backed by a solid work history, exceptional organizational skills, and a passion for helping others, I can bring honesty, integrity, critical thinking skills, and customer service to the nursing field. I am a dedicated, service focused professional seeking the role of a Registered Nurse by becoming a viable asset to your team.

Licenses and Certifications

Registered Nurse – License #041428363 *Valid Through 5/2022*

American Heart Assoc. CPR Certification for HCP *Valid Through 12/2020*

Oncology Certified Nurse  *Valid Through 9/2020*

Education

Joliet Junior College ADN Nursing Program, Joliet, Illinois *5/2011 – 12/2014*

* Associates of Applied Science in Nursing GPA 3.5 *Graduated 12/2014*
* Associates in General Studies *Graduated 12/2013*

The Colony High School, The Colony, Texas *8/1994 – 12/1997*

* High School Diploma GPA 3.6

Work Experience

*Silver Cross Hospital*

*Registered Nurse - Medical/Surgical Oncology 3/2015 - Present*

Skills include but not limited to: therapeutic communication, critical thinking, starting IV’s, accessing portacaths, inserting foley/straight catheters and tracheostomy care with sterile technique; patient assessments, time management, patient education, customer service, initiating and maintaining PEG tube feeds and TPN/PPN through PICC lines as well as administration of PRBCs, platelets, and FFP, chemotherapy, IV antibiotics and other IV medications and flexibility with confidence when being floated to other units.

Responsibilities include but not limited to: patient admissions and discharge planning; communication with all hospital staff including physicians and other departments; communication with family members; handling of medications including narcotics, chemotherapy and other IV medications such as antibiotics, fluids and regular routine oral medications; pyxis machine along with other equipment knowledge; charting patient care and assessments. As of March 2020, responsibilities also include working closely with infectious disease and pulmonary to care for critical COVID + inpatients.

*Silver Cross Hospital 5/2014 – 3/2015*

*Student Nurse Assistant – Float Pool*

Assignments include floating on telemetry, surgical, rehabilitation, oncology, neuro, emergency room, behavior health, intensive care and other various units throughout the hospital. Basic care for patients is provided including ADLs, vitals, blood glucose monitoring, bladder scans, traction maintenance, perform 12 lead EKGs, as well as computer documentation throughout each shift. More advanced care includes assessment of patient status which have led to calling multiple codes on various units.

*First American Title Insurance Company, Warrenville, IL 3/2005 – 1/2013*

*HUD Specialist*

Created transaction receipts (HUDs) for refinance, traditional, foreclosure, and short sale transactions. Daily communication with buyers, sellers, attorneys, and insurance agents. Assigned to specific, high-maintenance clients with very rigid expectations for error-proof work. Consistently met 30 minute per file turn-around time to meet dept. standards & client satisfaction.

Affiliations

2/2014 – Present: Certified Community Emergency Response Team – Village of Shorewood

6/2013 – 12/2014: Volunteer at Joliet Junior College – Various Scenarios – Please ask!

1/2013 – 12/2014: Student Nursing Association

5/2012 – Present: Phi Theta Kappa Honors Society

Computer Skills

Meditech & Cerner literate

Microsoft Word

Microsoft PowerPoint

Typist of 80+ words per minute

References

Bam Hoener

Chicago, IL

619-857-3356

Judy Robinson

St. Petersburg, Fl

727-851-3369