Registered Nurse

 Personal Information

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| --- | --- |
| Name: |   Kelle Dolinich |
| Phone: |   (218) 969-7730 |
| Email: |   kellejo28@yahoo.com |
| Location: |   US-MN-Minneapolis-55422 () |
| Last Modified: |   4/8/2019 11:44:38 AM |

 Work History

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| --- | --- | --- |
| Company Name: |    | 06/01/2012 - Present |
| Job Title: |   Registered Nurse |
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| Company Name: |   Sunrise Gourmet Foods and Bakery | 01/01/2009 - 12/31/2013 |
| Job Title: |   Office Manager |
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| Company Name: |   Company-Hillcrest Assisted Living Facilities | 12/01/2011 - 05/31/2012 |
| Job Title: |   Registered Nurse |
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| Company Name: |   Cleveland Cliffs/Our Gang Staffing | 01/01/2004 - 12/31/2008 |
| Job Title: |   Office Assistant |
|  |

 Education

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| --- | --- | --- | --- |
| School: |   Bemidji State University, Bemidji Mn | Graduation Date: |  |
| Major: |    |
| Degree: |   Bachelor's Degree |
| School: |   Hibbing Community College, Hibbing Mn | Graduation Date: |  |
| Major: |    |
| Degree: |   Associate Degree |
| School: |    | Graduation Date: |  |
| Major: |    |
| Degree: |   None |

 Additional Skills And Qualifications

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| --- | --- | --- | --- |
| Recent Job Title: |    null | Recent Wage: | 0 per  |
| Security Clearance: |   No |  |  |

 Desired Position

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| --- | --- | --- | --- |
| Desired Wage: |    per  | Desired Employment Type: |  |
| Desired Travel: |    |   Desired commute: |  |
| Desired Relocation: | No |  |

 Resume

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| Kelle Dolinich 315 Highland Drive Hibbing Mn218-969-7730OBJECTIVE:To obtain a position within your company that uses my experience and education to better yourcompany and make an important impact in the lives of your customers and my coworkers.SKILLS:\* Knowledge of computer skills such as word, power point, excel, outlook etc.\* In-depth knowledge of the medical terminology.\* Know the working of all basic medical instruments.\* Able to handle the people very calmly and effectively.\* Exceptionally good in interpersonal and communication skills.\* Experience with EPIC in multiple hospital environments\* Experience as charge nurse\* Experience in pediatric nursingPROFESSIONAL EXPERIENCE:Registered NurseUniversity Medical Center-MesabiMedical/Surgical Floor, ICU, Emergency Department, Lead Quality Improvement nurseJune 1, 2012 - present\* Assess Patients as ordered\* Administer medication\* Develop individualized care plans and implement\* Treatments and cares as ordered\* Care for acutely ill and post/pre op surgical patients\* Pediatric and charge nurse experienceRegistered NurseRange Development Company-Hillcrest Assisted Living FacilitiesDecember 2011-May 2012\* Process provider's orders\* Assess client conditions\* Develop and manage client care plans\* Implement client care plans\* Fill and administer medications and treatmentsOffice ManagerSunrise Gourmet Foods and Bakery2009- 2013\* AR, AP, Payroll, Human Resources\* Month end, year-end reporting.\* Responsible for training the new employees.\* Responsible for all aspects of daily business operations.\* Responsible for ordering.Office AssistantCleveland Cliffs/Our Gang Staffing2004-2008\* Responsible for providing the support of administration for the staff.\* Payroll data entry and report processing.\* Responsible for incoming and outgoing mail.EDUCATION:Bemidji State University, Bemidji Mn Graduation May 2014- Bachelor of Science Degree-NursingHibbing Community College, Hibbing MnA.S. Nursing, Graduation May 2011, A.A. Degree May 2011Completion of Sigma Theta Tau Nurse Manager Certificate Program January 2014Mesabi Range College, Virginia Mn 1998-2000Paralegal Studies, General studies |