Registered Nurse

 Personal Information

|  |  |
| --- | --- |
| 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

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

 Education

|  |  |  |  |
| --- | --- | --- | --- |
| 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

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

 Desired Position

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

 Resume

|  |
| --- |
| Kelle Dolinich 315 Highland Drive Hibbing Mn 218-969-7730  OBJECTIVE: To obtain a position within your company that uses my experience and education to better your company 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 nursing PROFESSIONAL EXPERIENCE: Registered Nurse University Medical Center-Mesabi Medical/Surgical Floor, ICU, Emergency Department, Lead Quality Improvement nurse June 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 experience Registered Nurse Range Development Company-Hillcrest Assisted Living Facilities December 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 treatments  Office Manager Sunrise Gourmet Foods and Bakery 2009- 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 Assistant Cleveland Cliffs/Our Gang Staffing 2004-2008 \* 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-Nursing  Hibbing Community College, Hibbing Mn A.S. Nursing, Graduation May 2011, A.A. Degree May 2011  Completion of Sigma Theta Tau Nurse Manager Certificate Program January 2014  Mesabi Range College, Virginia Mn 1998-2000 Paralegal Studies, General studies |