

# Kimberly Murray

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108 E. 7th Street, Kaukauna, WI 54130  
Cell: 920-257-8796  
kim\_murray@outlook.com

## Professional Profile

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One year administrative assistant experience in a medical clinic and a vocational company for individuals with physical and developmental disabilities

Fourteen plus years nursing experience in cardiology and intensive care in acute care settings and hospice care in home, assisted living and skilled nursing facilities

## Nursing Experience

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October 2010 to July 2014

### **AseraCare Hospice** – Green Bay, WI

- Provided palliative care in homes and long term care facilities including assessment, development, implementation and evaluation of care plans
- Made sound, ethical decisions consistent with medical and company protocols
- Multi-tasked incoming phone calls from and outgoing phone calls to patients, physicians, patient family members and facility caregivers
- Prioritized the needs of patients independently and updated physicians and the disciplinary team of any changes
- Ran daily reports, made copies and faxed orders and patient updates to all members of the disciplinary team
- Accurately documented nursing assessments, patient treatments, medications, care plans, nursing notes, discharge instruction and follow up care using the homecare/homebase computer software system
- Quickly resolved customer complaints
- Awarded Employee of the Quarter for the second quarter of 2011

### **Intensive Care Unit Registered Nurse**

July 2008 to July 2010

### **Theda Clark Medical Center** – Neenah, WI

- Treated patients with traumatic injuries, especially brain injuries, strokes, spinal injuries and patients who have undergone emergent surgeries and implemented orders from physicians
- Accurately documented all elements of the nursing assessment, treatments, medications, care plans, nursing notes, discharge instructions and follow-up care using the Epic software system
- Utilized strong assessment skills to determine necessary patient care and collaborated with doctors and other members of the patient care team to develop patient treatments and care plans
- Worked as the charge nurse for the ICU and implemented new nursing assignments based on patient needs

### **Intensive Care Registered Nurse**

December 2004 to July 2008

### **Aurora BayCare Medical Center** – Green Bay, WI

- Provided nursing care to patients in the intensive care unit, implemented medical treatments, made care plans for patients based on their assessments and needs, and evaluated patients for the effectiveness of such treatments
- Documented using the Cerner software system and became a mentor for colleagues who needed instruction on using the Cerner system
- Collaborated with all members of the health care team

- Provided training, education and support during the orientation periods of newly hired registered nurses and during clinicals for student nurses

### **Post Coronary Care Unit Registered Nurse**

August 2000 to December 2004

**Regions Hospital** – St. Paul, MN

- Performed patient assessments, collaborated with all members of the disciplinary team, implemented orders and care plans, evaluated the effectiveness of treatment plans and updated physicians of patient progress
- As charge nurse ensured that the unit ran smoothly, intercepted any patient or family complaints or issues, and made nurse assignments based on staffing and patients' needs

### **Administrative and Other Experience**

#### **Administrative Assistant**

University of Minnesota Urology Clinic – June 1997 to September 1997

Milwaukee Center for Independence – June to August of 1994 and 1995

- Responsible for file creation and maintenance according to company policies
- Faxed, copied, mailed, and filed patient reports, doctor's notes, and all correspondence
- Ran daily reports and performed data entry on Loops computer software system
- Adhered to confidentiality requirements and company policies
- Typed envelopes, addresses, labels and generic letters and performed mailings

#### **Waitress**

Campus Pizza, Minneapolis, MN – September 1997 to June 2000

- Provided excellent customer service
- Prepared and provided food and drink to customers
- Responsible for opening and closing the restaurant
- Made change for customers and balanced the cash register

### **Community Service**

Parent Classroom Volunteer, Kaukauna Area School District – September 2010 to present

### **Education**

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#### **University Of Minnesota, Minneapolis, MN**

Bachelor of Science in Nursing – June 2000

Minor in Family Social Science – June 2000