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| --- | --- |
| Name: |   Courtney Bolek |
| Phone: |   815-685-1086 |
| Email: |   courtneybolek@comcast.net |
| Location: |   US-IL-Oak Brook-60523 () |
| Last Modified: |   1/7/2020 10:36:03 AM |

 Work History

|  |  |  |
| --- | --- | --- |
| Company Name: |   Advocate Christ Medical Center | 06/01/2017 - Present |
| Job Title: |   Registered Nurse |
|  |
| Company Name: |   Davidson's Bar n Grill | 08/01/2016 - Present |
| Job Title: |   Customer Service Associate |
|  |
| Company Name: |   Les Turner Foundation; Care Provider | 08/01/2016 - Present |
| Job Title: |   Fundraiser Assistant |
|  |
| Company Name: |   Ingalls Memorial Hospital; Advocate Christ Hospital; Manteno Veterans Home Community Ingalls Memorial Hospital | 01/01/1970 - Present |
| Job Title: |   Medical Surgical |
|  |

 Education

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| --- | --- | --- | --- |
| School: |   Illinois State University Normal, IL | Graduation Date: |  |
| Major: |   Bachelor of Science |
| Degree: |   Bachelor's Degree |
| School: |   Chamberlain University Tinley Park, IL | Graduation Date: |  |
| Major: |   Bachelor of Science in Nursing |
| Degree: |   Bachelor's Degree |

 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

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| Courtney Bolek, RN, BSN19757 Sunset Court | Tinley Park, IL 60487H: 815-464-4667 | C: 815-685-1086 | CourtneyBolek@Comcast.netOBJECTIVETo secure a position at Palos Health as a registered nurse where my skills will be maximized.EDUCATIONIllinois State University Normal, IL Bachelor of Science May 2015 Major: Health Information Management GPA: 3.3/4.0Chamberlain University Tinley Park, IL Bachelor of Science in Nursing December, 2017 GPA: 3.39/4.0CLINICAL EXPERIENCEIngalls Memorial Hospital Medical SurgicalAdvocate Christ Hospital Medical SurgicalManteno Veterans Home CommunityIngalls Memorial Hospital Maternal ChildAperion Care Mental HealthMisericordia Home PediatricsThe Grove of Lagrange Park FundamentalsRiverside Medical Center Critical CareSymphony of Crestwood Medical RecordsCalifornia Gardens Medical RecordsOTHER EXPERIENCEAdvocate Christ Medical Center Oak Lawn, ILRegistered Nurse June 2017-Present Provide care to patients on a medical-surgical, trauma unit and a cardiovascular thoracicintensive care unit. Gained knowledge in nursing skills and patient care.Davidson's Bar n Grill Homer Glen, ILCustomer Service Associate August 2016-Present Provide customers with exceptional service and train employees to do the same. Gained knowledge in sales and customer service Maintain a professional attitude in high-pressure situationsLes Turner Foundation Frankfort, ILFundraiser Assistant August 2016-PresentCare Provider Frankfort, ILPrivate Family September 2016-Present Provide care to a 50-year-old male with the diagnosis of ALS. Provide care such as ventilator and tracheostomy care, suctioning, and administer g-tubefeedings.ACTIVITIESAmerican Health Information Management Association Illinois State UniversityAHIMA September 2013-Present Obtain information on health data and medical records in order to deliver quality healthcareto the public Stay up to date on changes in healthcareStudent Health Information Management Association Illinois State UniversitySHIMA September 2013-Present Met with HIM professionals to explore and learn about career optionsSigma Theta Tau International Honor Society Chamberlain UniversitySigma Theta Tau October 2017-Present Stay up to date on nursing research and changing policies. Stay connected with other nursing professionals worldwide.SKILLS AND COMPETENCES Registered Nurse (NCLEX- February 2018) - Nursing Competency Information Technology - Critical Thinking Skills Clinical Skills - Budgeting/ Reimbursement Skills Management Skills - Computer Skills (Microsoft Word, ICD-9/ICD-10 Coding Excel, Access, PowerPoint) Quality Improvement - Safety Practices CPR, BLS, ACLS, HIPAA, &amp; OSHA Certification - Communication Skills References available upon request |