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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

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| --- | --- | --- |
| Company Name: | Advocate Christ Medical Center | 06/01/2017 - Present |
| Job Title: | Registered Nurse | |
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| 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 | |
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 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

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| --- | --- | --- | --- |
| 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, BSN 19757 Sunset Court | Tinley Park, IL 60487 H: 815-464-4667 | C: 815-685-1086 | CourtneyBolek@Comcast.net OBJECTIVE  To secure a position at Palos Health as a registered nurse where my skills will be maximized. EDUCATION  Illinois State University Normal, IL  Bachelor of Science May 2015  Major: Health Information Management  GPA: 3.3/4.0 Chamberlain University Tinley Park, IL  Bachelor of Science in Nursing December, 2017  GPA: 3.39/4.0 CLINICAL EXPERIENCE  Ingalls Memorial Hospital Medical Surgical Advocate Christ Hospital Medical Surgical Manteno Veterans Home Community Ingalls Memorial Hospital Maternal Child Aperion Care Mental Health Misericordia Home Pediatrics The Grove of Lagrange Park Fundamentals Riverside Medical Center Critical Care Symphony of Crestwood Medical Records California Gardens Medical Records OTHER EXPERIENCE  Advocate Christ Medical Center Oak Lawn, IL Registered Nurse June 2017-Present  Provide care to patients on a medical-surgical, trauma unit and a cardiovascular thoracic intensive care unit.  Gained knowledge in nursing skills and patient care. Davidson's Bar n Grill Homer Glen, IL Customer 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 situations Les Turner Foundation Frankfort, IL Fundraiser Assistant August 2016-Present Care Provider Frankfort, IL Private 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-tube feedings. ACTIVITIES  American Health Information Management Association Illinois State University AHIMA September 2013-Present  Obtain information on health data and medical records in order to deliver quality healthcare to the public  Stay up to date on changes in healthcare Student Health Information Management Association Illinois State University SHIMA September 2013-Present  Met with HIM professionals to explore and learn about career options Sigma Theta Tau International Honor Society Chamberlain University Sigma 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 |