Kimberly Easter

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Clinical Certification Scheduling Coordinator

St Louis, Missouri, United StatesHospital & Health Carevia LinkedIn

Previous positions

Clinical Research Coordinator at Washington University in St. Louis

FMLA Coordinator at St. Anthony's Medical Center

Education

Barnes jewish college (Goldfarb), Bachelor of Science (BSN), Registered Nursing/Registered Nurse

Background

Experience

Registered Nurse

Barnes-Jewish Hospital

June 2016 – Present(3 years 8 months)Greater St. Louis Area

ICU nurse

Clinical Certification Scheduling Coordinator

St. Louis Children's Hospital

November 2013 – Present(6 years 3 months)Radiology

Clinical Research Coordinator

Washington University in St. Louis

January 2013 – November 2013(10 months)Neurosurgery

FMLA Coordinator

St. Anthony's Medical Center

July 2012 – January 2013(6 months)

Production Coordinator

Imperial Capital LLC

January 2011 – March 2012(1 year 2 months)Los Angeles

Provide administrative support to analysts within the company

Daily tracking of publications; send email notifications to team members giving status updates

Format all documents for publication and update excel spreadsheets to reflect completion

Publish daily documents to the website as well as the in-house web portal

Administrative Assistant

UCLA

August 2009 – January 2011(1 year 5 months)

Coordinated the schedules of three doctors and acted as point of contact for all employees

Corresponded with multiple outside companies to coordinate meetings

Scheduled conferences and recorded meeting minutes on a weekly basis

Performed administrative duties including filing, answering a multi-line phone system, and admitting guests

Handled all facets of training consisting of administering documentation, ensuring comprehension and maintaining completion records (hardcopy and electronic database)

Booked travel arrangements and accommodations and processed reimbursements for all employees

Member Service Representative

First Community Credit Union

September 2007 – March 2009(1 year 6 months)

Provided financial service and support for customers seeking assistance or guidance with personal finances

Facilitated financial transactions and assisted customers with the management and organization of large sums of money

Prepared complete, well-written loan applications and processed loan closings

Performed administrative duties including answering phones, filing and distributing paperwork, and maintaining an organized flow of documents and correspondence

Guest Service Team Leader

Target

March 2002 – May 2007(5 years 2 months)

Was a supervisor for many as well as knew every facet of the store. I also learned great customer service skills.

Education

Barnes jewish college (Goldfarb)

Bachelor of Science (BSN), Registered Nursing/Registered Nurse

2015 – 2016

University of Missouri-Columbia

B.A., Psychology/ Minor in Social Work

2003 – 2007

University of Missouri-Columbia

Activities and Societies

I volunteered for multiple organzations including Boys and Girls Club, The Missouri Food Bank, and The Veterans Hospital.

Skills & Expertise

Sales

Administrative Assistants

Project Coordination

Customer Service

Customer Satisfaction

Retail

Credit

financial

Healthcare

Banking