Molly Volkman

414-232-9097

414-232-3105

[mollyjvolkman@yahoo.com](mailto:mollyjvolkman@yahoo.com)

<https://www.linkedin.com/in/mollyjvolkman/>

Registered Nurse

Milwaukee, Wisconsin, United StatesHospital & Health Carevia LinkedIn

Previous positions

Administrative Assistant at Dettlaff & Co., Inc.

Personal/Supportive Home Care Caregiver at New Health Services

Education

Herzing University-Brookfield, Bachelor of Science (B.S.), Registered Nursing/Registered Nurse

Background

Summary

A motivated RN, BSN who seeks to care and advocate for patients in the greater Milwaukee area to promote and protect the health of the community.

You can reach me at mollyjvolkman@yahoo.com.

Experience

Registered Nurse

Aurora Health Care

October 2015 – Present(4 years 4 months)Milwaukee, Wisconsin

Certified Nursing Assistant

First Call Medical Staffing

May 2014 – Present(5 years 9 months)Greater Milwaukee Area

Administrative Assistant

Dettlaff & Co., Inc.

February 2011 – April 2014(3 years 2 months)Brookfield, WI

-Bookkeeping

-Data entry

-Filing

-Assisted in new employee training

-Assisted with marketing projects

-General office organization

Personal/Supportive Home Care Caregiver

New Health Services

June 2013 – March 2014(9 months)Milwaukee, WI

-Certification in Direct Care Competency

-Observed and assessed for changes in client status

-Administered personal care to clients

-Administered supportive home care to clients

-Infection control and universal precautions

-Appropriately responded to emergencies

-Companionship

-Assisted with self-administered medications

Sales Associate

Boston Store

September 2009 – March 2011(1 year 6 months)Milwaukee, WI

-Customer services

-Merchandise knowledge

-Merchandise stocking

-Sold merchandise

-General up-keep and organization

Education

Herzing University-Brookfield

Bachelor of Science (B.S.), Registered Nursing/Registered Nurse

2013 – 2015

Herzing University-Brookfield

120.00 credit hours

-Introduction to Professional Nursing

-Pathophysiology

-Health Assessment

-Introduction to Clinical Nursing

-Adult Health I

-Pharmacology

-Nursing Informatics

-Adult Health II

-Mental Health Nursing

-Gerontological Nursing

-Legal and Ethical Issues in Nursing

-National and Global Health and Policy Issues

-Family Nursing

-Community Nursing

-Evidence-Based Nursing Research and Practice

-Adult Health III/Nursing Practicum

-Nursing Leadership and Management

Milwaukee Lutheran High School

High School Diploma, General

2006 – 2010

Languages

English

Full professional proficiency

Skills & Expertise

Nutrition

Sales

Time Management

Confidentiality

Activities of Daily Living

Patient Safety

Hospitals

Long-term Care

Personal Care

Microsoft Excel

Administrative Assistance

Quicken

Microsoft Office

Customer Service

PowerPoint

Data Entry

Filing

Home Care

Healthcare

Access

Microsoft Word

Bookkeeping

CPR Certified

Certifications

Nursing Assistant

Wisconsin Department of Health Services, License 355319

May 2013 – May 2017

Volunteer Experience & Causes

Causes Molly cares about:

Children

Education

Environment

Health

Human Rights