

Kayla Davis

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CAREER OBJECTIVE

Detail-oriented Administration Healthcare Management major (3.1 GPA) currently attending Western Governors University, with 9.5+ years of work experience. Aiming to leverage a proven knowledge of records management, team building / leadership, and managing care skills to successfully fill the employment opportunity at your company. Frequently praised as hard-working by my supervisors and peers, I can be relied upon to help your company achieve its goals.

EDUCATION

Western Governors University Online Schooling , WI

Bachelor of Science Business Administration Healthcare Management Candidate (Expected graduation May 2025)

Neenah High School Neenah, WI

High School Diploma (Jun 2008)

- **Awards & Honors:** Certificate of Achievement; Junior Achievement Success Skills- 2007, Wisconsin Skill Standards, Award of Occupational Proficiency in Employability Skills- 2008
- **Extracurricular Activities:** Neenah High School Health Academy; 2006-2008

Fox Valley Technical College Appleton , WI

Certification Nursing Assistant (Jun 2007)

- **GPA:** 4.0

PROFESSIONAL EXPERIENCE

STATE OF WISCONSIN, DEPARTMENT OF HEALTH SERVICES, WISCONSIN RESOURCE CENTER , Oshkosh , WI

Psychiatric Care Technician- Advanced , Jul 2018 - Feb 2020

- Use handcuffs/soft restraints/flex cuffs, physical restraint boards/chairs/wraps and physical force up to deadly force if necessary to maintain institutional safety, discipline, and order among high risk inmate population.
- Monitor conduct, emotional stability and physical interactions of mentally unstable inmates on housing units, or during work or recreational activities, according to established policies, regulations, and procedures, to aid in the stabilization of their mental illnesses, prevent escape or violence within institution.
- Conduct formal and semi- formal census counts to ensure that each inmate is present.

BAKA ENTERPRISES, EMERALD VALLEY ASSISTED LIVING: ADVANCED MEMORY CARE & EMERALD RIDGE ASSISTED LIVING FACILITY, Appleton & Neenah, WI

Medication Shift Supervisor , Feb 2017 - Jul 2018

- Supervised staff on shift, practicing ethical, professional, leadership within a team dynamic, maintaining positive relationships and interactions between administration, employees, and residents.
- Prepared, administered, and documented medications for 20 bed and 46 bed facilities, within the state guidelines of a two hour window, utilizing and comprehending individuals specific eMAR with ECP software under a Registered Nurse's license.
- Performed general office duties, such as answering telephones, taking dictation, or completing insurance/lab forms. Contacted medical professionals in response to resident's specific care, managing case by case, utilizing knowledge of medical terminology, treatments, and medications, while practicing confidentiality and HIPPA guidelines.

RELLA, Menasha, WI

Lead Bartender , Oct 2015 - Nov 2016

- Accurate accounting, ordering and stocking of liquors and supplies. Planned, organized, and controlled the operations and environment of the bar.
- Assisted new employees with orientation and training of the inter workings of the bar, bartending, shift tasks, and POS system.
- Accurate accounting of daily gaming profits, shift profits and all other money handling necessary, with access to safe codes and other secure information.

COPPER STILL BOURBON BAR, Neenah, WI

Bartender , Jun 2015 - Oct 2015

- Mixed ingredients, such as liquor, soda, water, sugar, and bitters, to prepare cocktails and other drinks.
- Cleaned bars, work areas, and tables, multitasking while performing excellent customer service.
- Collected money and made change for drinks served.

AFFINITY HEALTH SYSTEM, ST. ELIZABETH'S HOSPITAL , Appleton , WI

Behavior Health Attendant , Dec 2013 - Oct 2014

- Lead individual or group therapy sessions with mentally unstable adolescents as part of specific therapeutic procedures.
- Observed and influenced patients' behavior, communicating and interacting with them and teaching, counseling, or befriending them.
- Restrained violent, potentially violent, or suicidal patients by verbal or physical means as required.
- Interviewed new patients to complete admission forms, to assess their mental health status, or to obtain their mental health and treatment history.

REM WISCONSIN , Neenah , WI

Direct Service Provider, Aug 2012 - Dec 2013

- Prepared and maintained records of client progress and services performed, reporting changes in client condition to manager or supervisor.
- Performed healthcare-related tasks, such as monitoring vital signs and medication, under the direction of registered nurses or physiotherapists.
- Transported clients to locations outside the home, such as to physicians' offices or on outings, using a motor vehicle.
- Administered bedside or personal care, such as ambulation or personal hygiene assistance.

APPLETON HEALTH CARE CENTER , Appleton , WI

Certified Nursing Assistant , Sep 2007 - May 2010

- Answered patient call signals, signal lights, bells, or intercom systems to determine patients' needs.
- Measured and recorded food and liquid intake or urinary and fecal output, reporting changes to medical or nursing staff.
- Observed or examined patients to detect symptoms that may require medical attention, such as bruises, open wounds, or blood in urine.
- Provided physical support to assist patients to perform daily living activities, such as getting out of bed, bathing, dressing, using the toilet, standing, walking, or exercising.
- Recorded vital signs, such as temperature, blood pressure, pulse, or respiration rate, as directed by medical or nursing staff.

ADDITIONAL SKILLS

- ECP & Meditech Software for Medical Documentation
- Professional Team Oriented Leader
- Accurate Communication & Documentation
- Ethical & Professional Practices
- Effective & Efficient Interpersonal Skills
- Ability to multitask in fast pace settings
- Detail- oriented & Organized
- Passionate, Hard-working & Positive Attitude

CREDENTIALS AND LICENSES

- Certified Nursing Assistant [Registration Number: NA301840]; 2007-2019, State Registration Current
- Basic Life Support Instructor [Instructor ID: 07190801576], American Heart Association; Affiliated with Fox Valley Technical College
- CBRF Medication Administration Certification; 2010- Current
- CBRF Standard Precautions Certification; 2010- Current
- CBRF Fire Safety Certification; 2010- Current
- CBRF First Aid & Choking Certification; 2010- Current
- The Mandt System Training Certification; 2010
- MOAB Training Certification; 2013
- POSC Training Certified, State of Wisconsin; 2018
- Graduated State of Wisconsin Psychiatric Care Technician- Advanced Program; 2018

REFERENCES

SUE DEHAN, Director (Warden), Wisconsin Resource Center
(920) 426-4310 - Former Director

SUSAN BUTKIEWICZ, Captain of Psychiatric Care Staff, Wisconsin Resource Center
(920) 426-4310 - Former Supervisor

JUSTIN BORNEMANN, Correctional Sergeant, Wisconsin Resource Center
(920) 286-2520 - justin.bornemann@DHS.wisconsin.gov - Co Worker

**DONNA SCHILLER, Resident Care Coordinator , Emerald Ridge Assisted Living
(Baka Enterprises)**
(715) 459-7672 - Former Supervisor

NANCY OTTO, Manager, Tailored Hide Custom Leather and Gift Gallery
(920) 419-4637 - Former Manager