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| |  | | --- | | Kortney C Roberts |       **Contact**   |  |  | | --- | --- | |  | 7158511609 |  |  |  | | --- | --- | |  | kortney2211@yahoo.com |  |  |  | | --- | --- | |  | 412 South Andrews Street, Shawano, WI 54166 |     **Professional Summary**  Organized Nurse bringing strengths in handling work independently and solving routine problems without oversight. Offers expertise in direct patient care with the ability to quickly learn new processes.    **Skills**   * Immunization administration * Direct patient care * Medication administration * Multitasking * Problem-solving | **Experience**  Waitress      Mar 2016 ‐ Current  Timeline Saloon, Bonduel, WI   * Delivered personable and attentive service to all patrons, including seating assistance, order management, and special requests. * Trained new servers in restaurant procedures and customer service standards. * Upheld high sanitation and safety standards while delivering and serving food.   Pharmacy Technician      Nov 2017 ‐ Jul 2018  Walgreens, Shawano, WISCONSIN   * Adhered to the company policy regarding good faith dispensing during all prescription dispensing activities. * Filled prescriptions by retrieving, counting, and pouring pharmaceutical drugs, verifying medicine correctness and checking for possible interactions.   Certified Nursing Assistant      Oct 2015 ‐ Mar 2016  The Cottages, Shawano, WI   * Helped residents with daily living tasks including feeding, dressing, and personal hygiene. * Monitored patient condition by recording vitals including blood pressure, respiration rates, and body temperature. * Responded immediately to calls from patients for assistance or treatment and alerted medical staff to emergency situations.   Certified Nursing Assistant      Feb 2014 ‐ Nov 2015  TotalMed Staffing, Appleton, WI   * Supported patients with daily activities and attending to personal hygiene, transporting patients, and assisting them in walking and exercising. * Observed condition of patients by examining, including checking of existing conditions, such as open wounds or detecting blood in urine. * Maintained confidentiality concerning treatment and personal information.     **Education**  Practical Nursing Diploma - Nursing May 2013 Northeast Wisconsin Technical College, Green Bay, WI  Credential/Nursing License # 325914 |