

# Erica Wallace

## **Hardworking Entrepreneur**

Savoy, IL 61874

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217-369-6687

Exceptionally well-organized, efficient nurse with an emphasis on patient-centered care. Self-starter with the ability to multi-task and adapt to changing environments.

## Work Experience

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### **Hairstylist**

Independent Stylist - Champaign, IL

September 2011 to Present

As a cosmetologist I have had experience working with a varied clientele in a salon setting and from my home. I personally manage and schedule the appointments for my current home-based business.

In addition to organizing my schedule, I must also keep a running inventory of supplies and re-stock as necessary. Strong customer service skills are necessary to maintain and grow my client base.

### **Entrepreneur**

C & E Rentals - Mattoon, IL

October 2009 to Present

#### Responsibilities

My dad and I started our own rental business a couple years ago. As one of the owners I have had to pay the mortgages and bills, advertise and show the units to potential tenants, fill out the lease and go over the lease with new tenants and have them sign it. If there are any problems or maintenance needed they notify me. I also have helped my dad remodel many of the units.

#### Accomplishments

This is my father and I's business so therefore we do anything to keep things running smoothly and staying successful.

#### Skills Used

At this job I am responsible, hardworking, dedicated, organized, trustworthy, outgoing, and I love staying busy.

### **LPN**

Clark Lindsey Village- Meadowbrook - Urbana, IL

October 2009 to April 2019

My responsibilities as a nurse include passing medications to patients, clarifying and taking orders from physicians, monitoring lab results, determining if it is necessary to contact the physician if a patient has any abnormal signs or symptoms, and working with physical, occupational, and speech therapists to ensure the patients' goals are being met. As a nurse, I also communicate with patients' family members while staying within HIPPA regulations, attend care plans, document patient care, and supervise two to three Certified Nursing Assistants in my unit.

## Education

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### **LPN in Nursing**

Parkland - Champaign, IL

2008 to 2009

### **Cosmetology in Cosmetology**

Lake Land College - Mattoon, IL

2004 to 2005

### **College Preparatory Certificate in Gener**

The High School of Saint Thomas More - Champaign, IL

2000 to 2004

## Skills

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- Hair Styling
- Vital Signs
- Nursing

## Certifications and Licenses

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### **LPN**