**Sheena Jean Butler,RN,BSN**

6622 Clingmans Cove

Bartlett, TN 38135

United States

(901)338-8404

Sjbutler1985@gmail.com

**Professional Experience**

**Remington College**

Memphis, Tennessee

Patient Care Technician Program Chair

February 2020 - Present

* Adheres to all Company policies and procedures, and operates within state and federal statutes and regulations and within standards of accreditation at all times
* Helps to develop the curriculum for the department
* Assists in the recruitment, orientation, and training of faculty
* Provides suggestions and recommendations as to the hiring, firing, promotion, demotion, discipline, or any other change of status for an employee under my direct supervision to the Campus Dean; suggestions and recommendations are given particular weight
* Exercises discretion and independent judgment with respect to specific subject matter areas under my administrative guidance
* Assists in organizing student orientations and graduation ceremonies, and participates in such activities
* Assists in organizing Program Advisory Committee (PAC) meetings in my department, and attends such meetings.
* Monitors students’ attendance and attrition
* Controls attrition for my department
* Researches and implements technological changes in my field
* Completes CPR training or the relevant refresher course
* Supervises, coordinates, and customarily and regularly directs the work of all employees in the academic program
* Provides assistance and support to the Campus Dean in the implementation of academic program objectives and for positive outcomes
* Teaches courses as required
* Performs other duties or special projects as assigned
* Maintains professional and effective working relationships with all other Campus personnel

**Remington College**

Memphis, Tennessee

Patient Care Technician Program Lead Instructor

November 2018 – February 2020

* Maintained a positive educational environment in the instructional and clinical setting to facilitate optimal learning for all students
* Remained updated on state and national standards to ensure program met and exceeded all mandated curriculum requirements
* Responsible for the development and implementation of all lesson plans, student study guides, instructor course guides, and additional material related to curriculum content
* Responsible for course selection and individual student placement each module
* Responsible for collecting and maintaining all student records as mandated by the state of TN
* Assisted with orientation and acclimation of all new program instructors upon hire
* Responsible for the dissemination of all state mandated course curriculum
* Developed all evaluation tools and rubrics used during student assessments to determine overall retention and comprehension of course content
* Facilitated practice sessions in on-site simulated lab to assist students with development of all course related skills.
* Responsible for conducting course challenge exams and skills competency check offs for currently certified nursing assistants
* Clinical instructor for nursing assistant practicum, directly supervised all students performing patient care within the clinical setting of the affiliated long-term care facility
* Capstone instructor for all last module students, responsible for conducting extensive review session for certification exam preparation
* Responsible for reviewing state and national exam pass rates for each student and reconciling data accordingly.
* Provided tutoring sessions for all students with identified areas of weakness (including Hiset curriculum)
* Assisted with any other program needs delegated by program chair

**Crossroads Hospice and Palliative Care**

Bartlett, Tennessee

On-Call/Emergent Care Registered Nurse (License # 899719)

February 2017 – November 2018

* Responded to after hour emergent calls to hospice patients in private residences, skilled care facilities, and acute care hospital settings
* Assessment and intervention implementation to manage symptoms associated with end of life care and imminent death
* Official death pronouncements and subsequent notification of designated funeral homes for body retrieval and notification to designated medical equipment suppliers for equipment pickup
* Post-mortem care
* Bereavement support
* Operated as telephone triage nurse providing assistance with pain and symptom management via telephone to primary caregivers and dispatch of emergent care personnel as deemed necessary

**Veterans Affairs Medical Center**

Memphis, Tennessee

Registered Nurse

February 2011 - February 2017

* Registered nurse in the surgical intensive care unit from March 2013 until February 2017
* Operated in the role of charge nurse and preceptor
* Pre, peri, and post-surgical monitoring of all surgical patients, including CABG, abdominal, and cardiothoracic
* Monitored vital signs via invasive and noninvasive hemodynamic monitoring
* Initiation, titration, and maintenance of life-sustaining medications, including but not limited to vasopressors, vasodilators, and ionotropes
* Administration of blood and blood products
* Directed and supervised registered nurses, graduate nurses, LPNs, and CNAs
* Experience in geriatric rehabilitation and long-term care
* Recorded patients' medical information and vital signs
* Prepared patients for, and assisted with, examinations and treatments
* Maintained accurate, detailed reports and records
* Recommended drugs, medical devices, and other forms of treatment, such as physical therapy, inhalation therapy, and related therapeutic procedures
* Consulted and coordinated with health care team members to assess, plan, implement, and evaluate patient care plans
* Monitored, recorded, and reported symptoms and changes in patients' conditions
* Monitored all aspects of patient care, including diet and physical activity
* Trained in administration and monitoring of chemotherapy medications
* Experience with Palliative, EOL, and comfort care in acute care settings

**Nursing Innovations Healthcare Staffing Agency**

Memphis, Tennessee

Registered Nurse

May 2012-July 2013

* Medication Administration
* Direct Patient Care
* Patient Assessment

**Memphis Jewish Nursing Home**

Memphis, Tennessee

Registered Nurse

May 2012-July 2013

* Medication Administration
* Patient Assessment
* Assisted with ADLs

**A&R BBQ Restaurant**

Memphis, Tennessee

Store & Shift Manager

May 2006 - September 2007

* Monitored compliance with health and fire regulations regarding food preparation and serving, and building maintenance in lodging and dining facilities
* Coordinated assignments of cooking personnel to ensure economical use of food and timely preparation
* Counted money and made bank deposits
* Monitored food preparation methods, portion sizes, and garnishing and presentation of food to ensure that food was prepared and presented in an acceptable manner
* Trained in installation, use, and education regarding use of Quickbooks software
* Investigated and resolved complaints regarding food quality, service, and accommodations

**Woodlake Apartments (Makowski, Ringel & Greenberg)**

Memphis, Tennessee

Assistant Property Manager

April 2007 - October 2007

* Reviewed rents to ensure that they were in line with rental markets
* Met with prospective tenants to show properties, explained terms of occupancy, and provided information about local areas
* Acted as liaisons between on-site managers or tenants and owners
* Maintained records of sales, rental or usage activity, special permits issued, maintenance and operating costs, or property availability
* Purchased building and maintenance supplies, equipment, and furniture
* Negotiated the sale, lease, or development of property and completed and/or reviewed appropriate documents and forms.
* Planned, scheduled, and coordinated general maintenance, major repairs, and remodeling and/or construction projects for commercial and/or residential properties
* Directed collection of monthly assessments, rental fees, and deposits and payment of insurance premiums, mortgage, taxes, and incurred operating expenses
* Conferred regularly with community association members to ensure their needs were being met
* Marketed vacant space to prospective tenants through leasing agents, advertising, and other methods
* Investigated complaints, disturbances, and violations and resolved problems following management rules and regulations
* Inspected grounds, facilities, and equipment routinely to determine necessity of repairs and/or maintenance
* Solicited and analyzed bids from contractors for repairs, renovations, and maintenance

**Maximus Healthcare Staffing Agency**

Metarie, Louisiana

Certified Nursing Assistant

February 2004 - August 2005

* Observed patients and charted and reported changes in patients' conditions, such as adverse reactions to medication or treatment, and took any necessary action
* Recorded food and fluid intake and output
* Provided basic patient care and treatments, such as taking temperatures or blood pressures, dressing wounds, treating bedsores, administering enemas or douches, rubbing with alcohol, massaging, and performing catheterizations
* Helped patients with bathing, dressing, maintaining personal hygiene, moving in bed, and standing and walking
* Washed and dressed bodies of deceased persons

**Education**

* **Austin Peay State University**

Clarksville, Tennessee

Bachelor’s Degree in Nursing

May 2019 to Present (Anticipated Graduation December 2020)

* **Southwest Tennessee Community College School of Nursing**

Memphis, Tennessee

Associates Degree of Applied Science in Nursing

December 2010

* **New Orleans Center for Health Careers**

New Orleans, Louisiana

Nursing Assistant Certification

August 2003

* **Eleanor McMain Secondary Magnet School**

New Orleans, Louisiana

High School Diploma

May 2003

**Additional Skills**

* American Heart Association and American Red Cross Certified BLS Instructor
* Certified Trauma Nurse, TNCC Provider Certified through Emergency Nurse Association

**Academic Achievements**

* Leadership Award for 2013 EMT-IV Program
* Academic Excellence Award for 2013 EMT-IV Program
* Leadership Award for 2010 ADN program
* President of the 2010 ADN graduating class