**Patricia R. Jenkins**

**2128 Emerald Pointe Drive Apt. 7 Hoover, AL 35216 | 205-886-7007| pjenkins320@gmail.com**

**Objective**

As a Nursing Graduate, I am looking to obtain a position as a Registered Nurse here at your company that will enable me to utilize my multi skills and qualifications– computer software, telecommunication, problem-solving, and strong commitment to providing quality patient care that will contribute to the company’s growth and success.

**Education**

December 2020| **Associates of Science in Nursing** |Herzing University

September 2019 | **Licensed Practical Nurse Diploma |** Herzing University

September 2018- August 2019 | **Student Nurse** | Herzing University

September 2008 | **GED** | Jefferson State Community College

**Skills and Abilities**

Detailed oriented, problem solving, clerical data entry, situational awareness and excellent customer service skills. I am also Hazmat Certified (at Awareness Level) through the U.S. Army National Guard.

**Experience**

**Charge Nurse| Ahava Healthcare of Alabaster | DEC 2019-CURRENT| Full time**

* Supervise resident caregivers in their various responsibilities as they relate to resident care.
* Oversee the medication management for residents.
* Ensure dietary and elimination needs of the residents are met.
* Assess health status and effectiveness of treatments for residents.
* Notify the resident's physician of any change in health status.
* Record physician orders and ensure proper implementation.
* Documentation in resident’s medical records per the facility policy

**Associate Rx | CVS Pharmacy | DEC 2018 –OCT 2019| Part time**

* Happily, greet and provide customers with support on store products in all departments.
* Receive prescriptions over the phone and in person.
* Mix, measure, and count prescribed medications.
* Label and provide customers with written instructions for medication administration.
* Refer customers to pharmacists regarding medication inquiries.
* Finalizing sales transactions at the cash registers following company procedures and policies.

**Claims Specialist II | Allstate Insurance Company | APR 2013 – JAN 2015| Full time**

* Received and assisted incoming calls from insured/claimants, vendors, and third-party carriers with inquires and information regarding auto claims
* Retrieved printed, faxed, or emailed supporting documentation to vendors or others as directed
* Processed payments, completed all necessary forms, and routed them to corresponding parties

**Retail Support | Macy’s | APR 2012 – JUNE 2012| Part time**

* Retrieved and unloaded freight manually or with proper equipment
* Verified quantity, quality and order shipment
* Provided physical and clerical inventory of shipping/receiving warehouse
* Replenished and organized the stockroom as well as the production floor

**Polo Selling Specialist | Belk | JULY 2011 – MAR 2012| Full time**

* Assisted customers with their selections on store merchandise
* Developed and communicated regularly by phone or mail to maintain clientele profiles
* Replenished, organized the stockroom, and ensured all asset protection policies are as followed on all merchandise, along with proper tagging

**Sales Associate | Gymboree | JUNE 2010 – JULY 2011| Part time up to 38 hours/wk**

* Greeted customers and provided outstanding customer service
* Stocked shelves, handled freight, and maintained a clean production floor
* Scanned merchandise for accurate pricing and marked down clearance items
* Completed sales transactions at cash register

**EKG Technician | UAB Hospital | MAR 2009 – JUNE 2010| Part time**

* Scheduled appointments and prepared patients for ultrasounds
* Monitored patients’ heart rates
* Reviewed medical records, analyzed, and documented test results
* Maintained EKG and GXT test equipment

**Call Center Agent | TeleTech Communications | NOV 2007 – MAR 2009|Full time -seasonal**

* Enrolled members into AARP Medicare Rx Plans
* Maintained customer records by updating account information
* Assisted with customer inquiries and maintained financial accounts by processing payments

**Certifications/License**

 **MSL RN License**

 **#1-185738**

 **Expiration date :12/31/2021**

 **LPN License**

 **#2-072672**

 **Expiration Date: 12/31/2021**

**CPR**

**#AL05259**

**Date issued:10/28/2020**

**Renewal Date: 10/2022**

**Other Experience**

**Military Veteran**

**74 Delta, Chemical Specialist | Alabama Army National Guard | APR 2012 – JAN 2016**

* Trained military and civilian personnel first responders on CBRN response operations
* Operated and maintained CBRN detection and decontamination equipment
* Provided support to civil authorities; responded to natural disasters and other catastrophes