

Ashley Shelton

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I seek to exchange my extensive Medical Service experience for a progressively responsible position.

Willing to relocate: Anywhere
Authorized to work in the US for any employer

Work Experience

Registered Nurse

Baptist Desoto - Southaven, MS
May 2020 to Present

Provide patient care during critical and non-critical situations

- Make good nursing judgement regarding patient care
- Advocate for patients
- Observe a nurse as they go through the nursing process in caring for a patient
- Place EKG leads on patient in order to prepare patients for 12-lead EKG
- Take patient's vital signs
- Clean rooms and help keep areas stocked for next patient

Nurse Extern

Baptist Desoto - Southaven, MS
August 2019 to May 2020

Observe a nurse as they go through the nursing process in caring for a patient

- Place EKG leads on patient in order to prepare patients for 12-lead EKG
- Take patient's vital signs
- Clean rooms and help keep areas stocked for next patient
- Provide support and assistance to nurse and patient within my scope of practice

Methodist University Hospital
January 2018 to February 2020

units

Methodist University Hospital
October 2018 to December 2019

Provided Labor and Delivery, Post-Partum care

Registered Nurse

Methodist University Hospital
February 2018 to December 2019

Emergency Medical Technician

Fleetwood Transportation Services - Memphis, TN

December 2018 to May 2019

Respond to emergent and non- emergent medical calls

- Constantly assesses the patient in route to the emergency facility, administers additional care as indicated or directed by medical control,
- Continuing emergency medical care while in route to the medical facility.
- Upon request provides assistance to the receiving medical facility staff.

Methodist University Hospital

October 2018 to December 2018

Mental Health care for Adult, Adolescent and Child Units

Emergency Medical Technician

Emergency Medical Health Care - Memphis, TN

April 2018 to December 2018

Respond to emergent and non- emergent medical calls

- Constantly assesses the patient in route to the emergency facility, administers additional care as indicated or directed by medical control,
- Continuing emergency medical care while in route to the medical facility.
- Upon request provides assistance to the receiving medical facility staff.

School Bus Driver

School Bus Consultants - Nashville, TN

May 2015 to October 2017

Pre-trip bus to ensure bus is safe to operate

- Drive students to and from school safely
- Communicate with dispatch via two way radio
- Monitor students while driving to make sure students are behaving according to bus rules
- Train future driver on getting Commercial Driver's License

Financial Service Representative

School Bus Consultants - Franklin, TN

June 2015 to March 2016

Set financial arrangement with customers

- Handle escalation request to the best of my ability before escalating to my Supervisor
- Answer phone line, respond to billing inquiries and payment plans
- Provide customers with information to dispute charges on account
- Work with customer to provide a resolution that works best for the customer and the company

Customer Service Assistant - Verified Person

Memphis, TN

October 2014 to June 2015

Assist applicants with background check forms, verify employment and education

- Interpret applicants background check results
- Answer multi-line phone, respond to inquiries on background checks results
- Provide applicant with information to dispute background check discrepancies
- Utilize US mail to distribute background check results

Unit Clerk

Psychiatric Tech

August 2013 to October 2014

Transcribe doctors' orders for patients

- Take minutes at meetings
- Enter patient diagnosis in hospital's medical records system, at discharge
- Set patient appointments, verify insurance
- Assist patients with daily personal care activities
- Lead individual and group counseling sessions and therapy activities.
- Provide guidance to help patients resolve routine problems that affect daily living
- Observe and report any meaningful patient actions to staff

Education

Bachelor of Science in Nursing

University of Tennessee Health Science Center - Memphis, TN

2020

Certificate in Emergency Medical Technician

Southwest Tennessee Community College - Memphis, TN

2018

Bachelor of Science in Psychology

Tennessee State University - Nashville, TN

2013

Nursing Licenses

RN

Expires: July 2023

State: TN

Skills

- Crisis Intervention
- Critical Care Experience
- EMT Experience
- Hospital Experience
- Individual / Group Counseling
- School Bus Driving
- Transcription

Certifications and Licenses

CPR Certification

CDL

CDL B