**Reagan Clark**

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**Professional Summary**

Compassionate registered nurse with 6 years of healthcare experience seeking a Registered Nurse position.

**Skills**

|  |  |
| --- | --- |
| * EMR / HER * Direct patient care * Assessment of Patients * Delegation | * Patient-focused care * Leadership * Efficient and reliable team player * Responsible |

**Work History**

Registered Nurse 02/24/2020 to Current date

OU Medical Center Emergency Department – Oklahoma City, OK

* Assumed responsibility for an assigned group of patients.
* Documentation of patient responses to nursing interventions
* Assessment of patients and reporting to physicians
* Delegating appropriate tasks to support staff
* Administration of medications
* Assisted in physician examination and minor diagnostic procedures/treatments

Medical Assistant, 09/2019 to 02/15/2020

Norman Regional Hospital Systems – Norman, OK

* Explained procedures to patients to reduce anxieties and increase patient cooperation.
* Oriented and trained new staff on proper procedures and policies.
* Performed clerical duties, such as word processing, data entry, answering phones and filing.
* Directed patients to exam rooms, fielded questions and prepared for physician examinations.
* Conducted preliminary evaluations, including measuring weight, temperature, blood pressure, respiratory rate, and pulse rate and documented results with accuracy
* Communicated clearly and effectively with patients to verify information, determine purpose of visit and record medical history including medication information, symptoms and allergies.
* Sanitized, restocked and organized exam rooms and medical equipment.

Student Tech, 03/2016 to 09/2019

GI Of Norman – Norman, OK

* Monitored, tracked and conveyed important patient information to healthcare staff to help optimize treatment planning and care delivery.
* Maintained stringent hygiene standards of unit with disinfection and consistent restock of all equipment.
* Corresponded with appropriate doctors to report any changes occurring in patients' health.
* Interviewed patients to obtain medical information, including current symptoms and medical histories.
* Maintained patient stability by checking vital signs
* Monitored and optimized inventory, and reordered materials as required.
* Promptly answered multi-line phone system and greeted callers enthusiastically.
* Received packages and mail at front desk and dispersed to correct employees.
* Greeted guests at front desk and engaged in pleasant conversations while managing check-in process.
* Maintained files and records by implementing effective filing systems that boosted efficiency and organization.
* Directed incoming calls to internal personnel and departments, routing to best-qualified entity to respond to callers' needs.
* Scheduled and confirmed appointments for both company personnel and visitors.
* Collected personal information from customers to accurately document requests.
* Connected callers with appropriate professional, department or business.

**Education**

Associate of Science: Nursing, Expected in 12/2019

Oklahoma State University - Oklahoma City - Oklahoma City, OK

Some College (No Degree): Nursing

University of Oklahoma - Norman, OK

Some College (No Degree): Nursing

Oklahoma City Community College - Oklahoma City, OK

Some College (No Degree): Concurrent Classes

University of Central Oklahoma - Edmond, OK

Some College (No Degree): Nursing

Redlands Community College - El Reno, OK

**Community Service Projects**

* I volunteer consistently at City Rescue Mission, Hotdogs for the Homeless
* Restore OKC Volunteer September 2021
* Frontline Downtown: small group leader and soon will have the opportunity to lead worship. (2018-date)
* Reddened Monarch Music Festival in OKC (2019)
* Previous church, Providence Road: on set-up team, small group leader, children's ministry, and "Behind the Scenes" team. (2015-2018)
* Philanthropy team for St. Jude's Research Hospital (2014-216)
* Non-profit ColourWorld (2014-2017)
* Food Bank of Oklahoma (2014)

**Certifications**

* BCLS Certification
* ACLS