**SUMMARY**I am a graduate of Chamberlain University with a bachelor’s degree of Science in Nursing. I’m passionate and committed to providing extraordinary care to patients and I am confident I will exceed your expectations if given the opportunity to become a part of your team.

**EDUCATION**

##### Chamberlain University Addison, IL | **Bachelor of Science in Nursing**

Sigma Theta Tau International Honor Society of Nursing

Magna Cum Laude Latin Honors

## **LICENSURES, CERTIFICATIONS, SKILLS**

State of Illinois Registered Nurse Licensure

American Heart Association; Basic Life Support (BLS)

American Heart Association; Advanced Cardiac Life Support (ACLS)

EPIC Super User

Unit Preceptor for Telemetry Unit

Phlebotomy Certification; Moraine Valley Community College

**WORK EXPERIENCE**

***Registered Nurse-Telemetry Dept* |** OSF little Company of Mary| Evergreen Park, IL Feb 2020 – Current

* Assess patients to determine the appropriate level of patient care.
* Recognize symptoms and establishes priorities consistent with patient's condition.
* Collaborate with other team members to provide quality care and goal achievement.
* Provide compassionate, professional, and ethical care to patients.
* Establish a trusting and therapeutic relationship with patients to improve outcomes.
* Communicate in a competent effective manner to meet patient and family needs.
* Maintain strict confidentiality of patient information to ensure patient rights.
* Utilize time and resources effectively to promote quality and cost outcomes.

***Accounting Manager |*** Fluid Air Products| Willow Brook, IL January 2008 – July 2019

* Managed accounts payable, accounts receivable and general ledger.
* Assisted in quarterly and year-end financial and annual corporate financial audit.
* Reviewed staff performance and provided on-going training.
* Maintained monthly staff meetings to address questions and concerns.
* Assessed current practices and procedures and made recommendations for improvements.

***Administrative Assistant*** | Prairie Material Sales | Bridgeview, IL June 1994 – October 2006

* Provided customer support which included accurately recording and scheduling of services.
* Managed and processed customer orders, billing inquires and payment history.
* Managed customer complaints and ensured overall customer satisfaction.
* Prepared quarterly and yearly reports for management.

**VOLUNTEER EXPERIENCE**

**K9’s For Veterans NFP |** *Chicago, Illinois* May 2014 – Present

* Organize events to raise money to provide financial assistance to Veterans in need.

**Pads |** *Oswego, Illinois*

* Assist with planning and preparing meals for homeless families within the community.