# 14850 W. GROEBE DR., Manhattan, IL 60422. Cell: 708 990 9503 . gul.durmaz@hotmail.com

**Skills**

* Critical thinking
* Attention to detail
* Strong research skills
* Adaptable learner
* Excellent time management
* Quality-focused
* Planning/coordinating

**Objective**

To obtain a long term career opportunity in the field of Nursing.

**Work History**

**REGISTERED NURSE,** 2020

**Advocate South Suburban Hospital**, **3NS ,** 17800 Kedzie Ave, Hazel Crest, IL 60429

* Providing and delivering comprehensive patient care through assessment, diagnosis, planning, implementation and evaluation.
* Using evidence based practice, clinical decision making, compassion and skilled dialogue.
* Creating the safest environment end the best patient experience.

**CNA / TELEMERY TECH ,** 2017-2019

**Advocate South Suburban Hospital**, **2 EAST/CTC,** 17800 Kedzie Ave, Hazel Crest, IL 60429

* Continuously monitor and interpret EKGs of patients on telemetry.
* Provides general patient care duties that are specific to the patient population served, under the direction of the Registered Nurse.
* Participates in the admission, discharge, and transfer process of all patients under the guidance of the Registered Nurse, or designee.

**CNA,** 2016

**Midway Neurological Rehab Center,** 8540 S Harlem Ave, Bridgeview, IL 60455

* Assisted residents with activities of daily living including helping with meals, transferring using assistive devices, bathing, dressing and grooming.
* Documented actions by completing forms, reports, logs, and records.
* Provided patient comfort by utilizing resources and materials; transporting patients; answering patients' call lights and requests; reporting observations of the patient to nursing supervisor.

**Live-in Nanny,** 2013 to 2015

**Aupair,** 09/2010 to 09/2012

**Aupair care-** 600 California Street, 10th Floor, San Francisco, California, 94108

* Promoted language development skills through reading and storytelling.
* Safely transported children to and from school, medical appointments and extra-curricular activities.
* Worked with parents to develop and implement discipline programs to promote positive behavior.
* Engaged in after-school activities including sport practice and homework.
* Organized activities that enhanced children’s physical, emotional and social well-being.

**General Manager Assistant** , 02/2007 to 11/2008

**Hema Industry**- Organize Sanayi Bolgesi Gazi Osman Pasa Mah. 4. Cadde No:5 59500 Cerkezkoy/ Tekirdag / Turkey

* Ordered and distributed office supplies while adhering to a fixed office budget.
* Coordinated domestic and international travel arrangements, including booking airfare, hotel and transportation.
* Managed office supplies, vendors, organization and upkeep.
* Directed guests and routed deliveries and courier services.
* Screened applicant resumes and coordinated both phone and in-person interviews.
* Answered and managed incoming and outgoing calls while recording accurate messages.
* Greeted numerous visitors, including VIP’s, vendors and interview candidates.
* Helped distribute employee notices and mail around the office.
* Coordinated, scheduled and arranged meetings and travel calendars, including business and social events.

**Store Manager**, 10/2004 to 02/2007

**Cons Jeans**, Keresteciler Sitesi Fatih Caddesi Kasim sokak No:33/4 Gungoren / Istanbul / Turkey

* Planned and directed staff training and performance evaluations.
* Reviewed operational records and reports to projects sales and determine profitability.
* Trained all incoming sales team members.
* Contacted costumers by phone and email in response to inquiries.
* Promptly resolved all costumer requests, questions and complaints.
* Maintained knowledge of current sales and promotions, policies regarding payment and exchanges and security practices.
* Build relationships with customers and community to establish long-term business growth.

**Education**

**Associate in Applied Science-Nursing** 2020

Prairie State College**-** 202 S. Halsted St. Chicago Heights, IL 60411

**Associate of Science** 2015

Moraine Valley Community College-9000 W. College Pkwy. Palos Hills, Il 60465-2448

**Associate of science**: Office Management 2006

Trakya University – Gazi Mustafa Kemal Pasa, 59500 Cerkezkoy, Tekirdag, Turkey

**High School Diploma**: 2000

Pakize Narin Lisesi – Baglik Mah. Mimar Sinan Cad. No 7 Cerkezkoy, Tekirdag , Turkey

**Certifications**

* Certified Nursing assistant – Illinois
* ECG
* Stroke

**Language**

Turkish- Native

English- Fluent

**Computer Skills**

Microsoft Office, Internet Explorer, Outlook Express ,EPIC.