**SUMMARY OF QUALIFICATIONS:**

I would be a valuable asset to your healthcare team based on my education and past employment experience. I have the knowledge in management as well as the organization and communicational skills that are crucial to nursing care. I am a self-starter, motivated and a team player. I am also actively taking classes towards obtaining a Bachelor Degree in Nursing.

**EDUCATION & SPECIAL TRAINING:**

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| --- | --- | --- |
| **Northeast Wisconsin Technical College** ***Degree Program: Associate RN*** |  | **2012 to** **Graduation 12/20/13** |
| **Northeast Wisconsin Technical College****Taking classes: *Toward Bachelor Degree in Nursing*** |  | **1/13 to present** |
| **Northeast Wisconsin Technical College** ***Degree Program: CNA*** |  | **1/10** |

**PROFESSIONAL EXPERIENCE:**

|  |  |  |
| --- | --- | --- |
| **Private Home Health Care** |  | **9/12 - present** |
| Medical Duties: * Assisting client with ADL (Activities of Daily Living), bathing, skin care, dressing, oral care, ambulating, ROM (Range of Motion) exercises, wound care, feeding, medication administration and the checking of vitals.
 |  |
| **Angels on Arcadian Assisted Living*****Position: CNA*** |  | **1/12 – 12/12** |
| Medical Duties: * Assisting residents with ADL (Activities of Daily Living), bathing, skin care, dressing, oral care, ambulating, ROM (Range of Motion) exercises, wound care, feeding, medication administration and the checking of vitals.
 |  |
| **Angels Touch Assisted Living*****Position: Staff Coordinator, CNA*** | **3/10 – 1/12** |
| Medical Duties: * Assisting residents with ADL (Activities of Daily Living), bathing, skin care, dressing, oral care, ambulating, ROM (Range of Motion) exercises, wound care, feeding, medication administration and the checking of vitals
 |  |

**PROFESSIONAL EXPERIENCE: (Cont’)**

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| --- | --- | --- |
| **Angels Touch Assisted Living** ***Position: Staff Coordinator, CNA* (Cont’)** |  |  |
| Human Resource responsibilities: * Interviewing and selecting of applicants for all open positions
* Facilitate orientation of company policies, procedures, and expectations for new hires
* Training of all employee’s on all three shifts for specific resident needs
* Scheduling and managing staff of all five complexes for 24 coverage to ensure proper care of all residents
* Redefining of existing job descriptions for better overall efficiency of performance and time management
* Managing of all CNA’s and to conduct audits and inspections to ensure that all state statues are in compliance at all times
* Assist with planning and scheduling of daily activities
* Follow and enforce Dietician guidelines of weekly menu’s to ensure that all dietary needs and restrictions are met
* Education to residents and their family members
* Performance reviews
 |  |
| **Mohr Images** ***Professional Photographer/Owner : Main Photographer*** |  | **2/03 – 3/10** |
| Duties* Staging, arranging of props, mounting of images, custom framing, editing, enhancing photos for printing, and advising both personal and commercial clients
* Drawing up of contracts, and scheduling
 |  |
| **Park West Pediatric Dental Associates*****Dental Assistant*** |  | **10/87 – 2/03** |
| Dental responsibilities; * Assisting dentist with all preventative, restorative, orthodontic care and procedures. Assisting the dentists in local hospitals with all surgical procedures. Patient and family education on current procedures, post-operative care and upcoming procedures. Patient and family compassion during all procedures.

Human Resource responsibilities;* Scheduling with the hospitals for all procedures that would be involving general anesthetic
* Scheduling to accommodate three dentists to assure proper staffing
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**LICENSURE:**

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| --- | --- |
| Eligible for RN NCLEX 01/2014 (Wisconsin)**License**: Licensed Practical Nurse expires 4/30/15**Certifications**: CPR expires 11/2015 |  |