

Heather Truax

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OBJECTIVE: Reliable, motivated Registered Nurse with a passion for helping people seeking a position in an educational setting. Bringing my time-management and critical-thinking abilities along with a willingness to learn new skills.

Work Experience

Hospice Nurse

Caris Healthcare - Knoxville, TN
November 2021 to Present

- Perform a variety of duties including evaluating eligibility for hospice care, identify patient and family needs, initiates and coordinate plan of care, and patient goals. Supervise and evaluate health aides and LPNs. Participate in Interdisciplinary Group Meetings. Order and obtain medication orders and educate the family and patient on medication compliance. Adhere to and participate in the care management process.

Registered Nurse

Select Specialty Hospital - Knoxville, TN
May 2021 to Present

- Perform a variety of duties including handwritten and computer charting, obtaining vital signs, daily medication administration, mobilization of patients including but not limited to active and passive range of motion exercises, wound care, administer blood products, insert peripheral IVs, and blood draws. All aspects of care related to tracheotomy and ventilated patients. Perform other duties within the nursing scope of practice.

Emergency Tech/Trauma Tech

University of Tennessee Medical Center - Knoxville, TN
May 2020 to October 2020

- Assist the nursing staff in the delivery of patient care by performing specific tasks under the direction of an RN. Perform a variety of duties including obtaining and documenting patient's vital signs, collection of blood, urine and other specimens, along with preparing them for testing. Assist with positioning patients, applying orthoepic dressing and splints. Help with resuscitation/CPR and emergency airway procedures. Clean and stock rooms and carts with appropriate medical supplies and equipment.

Owner and Operator

Bohemian Baby Boutique - Knoxville, TN
November 2011 to August 2017

- Increased brick and mortar's revenues by 30% each year. Developed sales budgets along with account analysis and balance sheet reconciliations. Comprehensive training program for new sales associates. Created and launched new online store and marketing strategies that resulted in 55% sales increase.

Conducted store inventories once per quarter. Resolved employment-related disputes through proactive communication.

Executive Assistant

Advance Auto Parts - Lakeland, FL
July 2004 to September 2006

- Supported RVP in planning, directing, managing and coordinating day-to-day business activities. Conducted research to prepare, gather and proof briefing materials, agendas for all executive-level meetings. Assisted with team building initiatives and overall support for maintenance of organizational culture and employee morale. Created detailed expense reports and requests for capital expenditures.

Education

Associate in Science (AS)

Pellissippi State College - Knoxville, TN
May 2022

Associate of Science in Nursing

Lincoln Memorial University - Knoxville, TN
May 2021

Skills

- **SKILLS:** Microsoft Office, Cerner, motivated, team player, dedicated, and excellence in patient care.
VOLUNTEER: Toys for Tots. Volunteer work at church events such as Vacation Bible School and the Fall Festival. Assisted in organizing and fundraising for various youth sports organizations.
- Nursing
- Medication Administration
- Hospice Care
- Critical Care Experience

Certifications and Licenses

BLS Certification

RN

ACLS Certification

AHA Certification