

# Sarah Turk

Oklahoma City, OK  
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Reliable, punctual, and able to handle fast-paced work. Willingness to take on any task to support the team and help the team succeed. Offer strong communication and professional abilities.

## Work Experience

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### **RN Case Manager**

Bridges health - Oklahoma City, OK  
June 2021 to Present

Case management for SNF facility.  
Communicating with insurance companies related to residents care.

### **Emergency Room RN**

Integris baptist medical center - Oklahoma City, OK  
April 2021 to June 2021

### **Emergency Department Registered Nurse**

Holy Cross Medical Center - Taos, NM  
September 2020 to April 2021

- Providing nursing care for patients in a critical access hospital
- Collaborated with professionals from various disciplines to provide well rounded care
- Performed medical procedures such as EKGs, venipuncture, urinalysis, cardiac monitor, and medication administration.
- Monitoring ER patient's and alerting physicians in change of patient status
- Communicating with families in a variety of emergent and traumatic situations
- Maintained medical documentation in thorough and timely manner

### **Clinic Secretary**

Old Tymers Café - Red River, NM  
May 2018 to August 2018

Kept office equipment stocked and ready for use, handling malfunctions personally to prevent delays.

- Organized file systems, keeping records easily retrievable
- Managed incoming and outgoing calls and faxes.
- Developed solid relationships with staff, customers, and vendors.
- Kept all areas clean, organized, and in line with company professional standards.

### **Waitstaff Manager**

Old Tymers Café - Red River, NM  
January 2016 to August 2018

Maintained high customer satisfaction with good conflict resolution skills and adequate

employee coverage for expected demands.

- Kept cash drawer balanced, carefully calculating and verifying orders.
- Communicated with kitchen staff to ensure correct and timely delivery of food.
- Maintained safe food handling and sanitation standards

### **Daycare Assistant Teacher**

My Small Wonders - Edmond, OK

August 2013 to August 2014

Cultivated welcoming learning environments rooted in exploring new concepts and building developmentally appropriate skills

- Coordinated interactive activities to meet children's physical, emotional, intellectual, and social needs
- Modeled positive behaviors to encourage self-esteem, independence, curiosity, and kindness.

## Education

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### **Bachelors of Science in Nursing**

The University of New Mexico - Albuquerque, NM

## Nursing Licenses

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### **RN**

Expires: September 2022

State: OK

## Skills

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- EMR Systems
- Critical Care Experience
- Hospital Experience
- Nursing
- Venipuncture
- Triage
- Medication Administration
- Conflict Management
- Leadership
- Care plans
- Experience Administering Injections
- Epic
- Windows
- Typing
- iOS
- Vital Signs

- Supervising Experience
- Nurse Management
- ICD-10
- Data collection
- Acute care
- Case management

## Certifications and Licenses

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**BLS Certification**

**ACLS Certification**

**Food Handler Certification**

**Compact State Nurse License**

**Neonatal Resuscitation Program (NRP)**

**PALS**

## Additional Information

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### Skills

- Time management
- Verbal and written communication
- Detail oriented
- Decision making
- Empathetic Listening
- Effective Team Member