

# Shauntel Stewart

## Registered Nurse

Grovetown, GA 30813

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+1 513 510 1151

Registered Nurse | Patient Care Assistant | Administration | Trainer

Emergency Room Nurse

Versatile operations and administrative support professional with 10 years of experience that includes staff training,

policy compliance monitoring, office operations, and document management. Combine knowledge of operations

management with aggressive approach to executing special projects. Reported present status or changes in patient

condition on an ongoing basis and in change of shift summary. Completed timely documentation of information

in the patient medical record. Sought information and guidance when needed. Discussed concerns of work

situation with Director or designee.

- Patient Care - Age Specific \* Learning and Development \* Training Plan Development

and Culturally Diverse

- Plan of Care \* Independence and \* Executive Support

Teamwork

- Schedule Management \* Document/File Management \* Office Etiquette

Authorized to work in the US for any employer

## Work Experience

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### Emergency Department RN

HCA Healthcare - Augusta, GA

September 2020 to Present

Duties and Responsibilities

- Attends to patients who have been wheeled into the Emergency Room.
- Immediately works to stabilize the condition of the patient.
- Performs the necessary medical procedures needed to alleviate the patient's condition. These procedures may involve the following: starting intravenous lines, administration of correct medication, blood transfusion, basic first aid, Cardiopulmonary Resuscitation, intubation, and setting of broken bones.
- Records and monitors the patient's vital signs which may require the use of a blood pressure pump, measurement of pulse rate, respiration, and body temperature.

- Gathers, collects, and records all pertinent health information of the patient and uploads it in the hospital's database.

### **OB Registered Nurse (RN)**

TriHealth Inc. - Cincinnati, OH

September 2020 to September 2021

- Provided nursing care for high risk maternity patients
- Admitted and discharged patients
- Consulted and coordinated with healthcare team members
- Monitored, recorded and communicated patient condition
- Provided daily medication administration and administration of all medications
- Treated life-threatening emergencies
- Performed administrative duties

### **Office Manager**

Cherish Healthcare - Cincinnati, OH

October 2017 to September 2019

- Maintained and supervised office operations
- Communicated with clients
- Supervised office staff
- Supported and trained staff

### **PATIENT CARE ASSISTANT**

UNIVERSITY OF CINCINNATI MEDICAL CENTER - Cincinnati, OH

December 2015 to September 2017

Participated in self and peer review activities to include the positive recognition of peers and staff on a regular basis.

Complies with organization and department policies and required training. Provides comfort and personal hygiene for patients, documenting according to policy. As directed by RN, aids with activities of daily living including

- \* oral care, AM & PM care
  - \* daily hygiene \* Provides snacks at ordered times
  - \* elimination needs and fluids as instructed
  - \* perineal care \* Assists with menu selection and
  - \* Assists in feeding patients, as tray as needed.
- needed

### **TRAINING COORDINATOR /ADMINISTRATIVE**

U.S. Army - Fort Bragg, NC

September 2002 to November 2013

Managed eight direct and five indirect reports in the coordination of education and monitoring of training requirements for more than 300 personnel. Reviewed, processed, and finalized all training documents. Inspected

personnel paperwork and other materials. Coordinated with activities/organizations and scheduled training.

Attended briefing for courses and back briefing command on schools' policies.

- \* Oversaw course enrollment and maintained records / documentation for unit personnel regarding training

specifics and qualifications.

\* Assisted in planning and preparing long-range and fiscal year training plans/programs.

\* Maintained records for 3000 military and civilian personnel.

### **Administrative Specialist**

UNITED STATES ARMY - Fort Bragg, NC

2002 to 2013

## Education

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### **Bachelor of Science in Nursing**

Chamberlain College of Nursing-Illinois - Downers Grove, IL

October 2019 to August 2020

### **Associate in Nursing**

Breckenridge School of Nursing - Cincinnati, OH

June 2014 to September 2016

### **High school or equivalent**

North Central High School - Indianapolis, IN

2002

## Nursing Licenses

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### **RN**

Expires: October 2023

State: GA

## Skills

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- Excel
- Ms excel
- Ms powerpoint
- Powerpoint
- Ms word
- Word
- Ms access
- Epic (2 years)
- CNA (2 years)
- Receptionist
- CPR (5 years)
- EKG
- Microsoft Word (10+ years)
- Medical Terminology

- Vital Signs (5 years)
- Medical Records (4 years)
- Filing
- Data Entry
- Customer Service Skills (10+ years)
- Billing
- Home Health
- RN
- Hospital
- ACLS (4 years)
- Staff Nurse
- Hospital Experience
- EMR Systems
- Document Management
- Schedule Management
- Medication Administration
- Triage
- Triage

## Military Service

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**Branch: United States Army**

Rank: E5

## Certifications and Licenses

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### **Basic leaders course**

June 2011 to Present

### **Advanced Leaders Course**

May 2011 to Present

Training and leading soldiers. Preparing them for deployment To be Mentally and physically fit.

### **BLS**

February 2018 to February 2020

### **Driver's License**

### **ACLS Certification**

September 2020 to September 2022

### **CPR Certification**

### **TNCC**

March 2021 to March 2025

Trauma nurse certification course

## Additional Information

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### SOFTWARE SKILLS

MS Word \* MS Excel \* MS PowerPoint \* MS Access \* Epic