

Margo Williams

Memphis, TN 38107

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"To obtain a position that will enable me to utilize my strong organizational and interpersonal skills, educational background and professional experience to make a positive contribution to a thriving company."

Authorized to work in the US for any employer

Work Experience

Registered Nurse (Mental Health)

PARKWOOD BEHAVIORAL HEALTH - Olive Branch, MS

September 2020 to December 2021

36 hours \$62,208 annually

- Knowledge of detox protocols and medications.
- Intake Assessments - completes nursing assessment at time of patient's admission.
- Administers medications and monitors the detoxification (detox) process, including observing and assessing the patients for clinical signs and systems.
- Collects information and completes documentation for each client.
- Patient Rounds.
- AMA assistance.

Registered Nurse (Mental Health)

GUARDIAN HEALTHCARE - Memphis, TN

August 2017 to March 2020

40 hours \$69,120 annually

- Provides nursing care and procedures according to physician's orders and nursing protocol.
- Administers medication according to the physician's orders and protocol.
- Evaluates possible side effects and the overall effectiveness of medication.
- Performs BLS, CPR, and other emergency responses.
- Participates in emergency response setting.
- Performs initial and ongoing assessments according to protocol.
- Collects patient and family health history data.
- Performs diagnostic tests on collected specimens to determine patient's health status.
- Documents patient information according to standards of care.
- Completes patient health records (electronic and paper).
- Completes medication record/sheet.
- Directs patient in building positive relationships and increasing self-esteem.
- Teaches patients or the patient's family the skills needed to maintain physical and mental health.
- Explains tests, procedures, and results to appropriate individuals according to protocol.
- Communicates with internal and external entities.
- Compares assessment data to established acceptable ranges to determine abnormalities.
- Discusses the patient's comprehensive health plan with other staff to identify the patient's needs.

- Assigns job duties and activities to subordinates.
- Counts and tracks drugs, instruments, and other accountable items.
- Maintains health care equipment, supplies, and inventory.

Registered Nurse (Medical Surgical)

BAPTIST MEMORIAL HOSPITAL - Memphis, TN

January 2016 to May 2017

36 hours \$53568 annually

- Coordinates and provide care utilizing the critical thinking framework known as the nursing process.
- Monitor patient's condition, develop care plans, and administer medication.
- Blends integrity, knowledge, compassion and caring to provide safe quality care that preserves autonomy.
- Work hand and hand with physicians and other healthcare team members to ensure the greatest quality of care for the patient.
- Utilizes the nursing process to aid with decision making to help partner with patients and families to maintain, attain and restore health whenever possible.
- Teach patient and the families regarding treatment expectations.
- Adhere to strict confidentiality terms and policies.

Family Service Worker

STATE OF TENNESSEE DEPARTMENT OF CHILDREN'S SERVICES - Memphis, TN

March 2004 to January 2012

- Interview clients, assessing their situations, capabilities, and problems, to determine what services are required to meet their needs.
- Develop and review service plans in consultation with clients, and perform follow-ups assessing the quantity and quality of services provided.
- Address legal issues, such as child abuse and discipline, assisting with hearings and providing testimony to inform custody arrangements.
- Provide, find, or arrange for support services, such as childcare, homemaker service, prenatal care, substance abuse treatment, job training, counseling, or parenting classes, to prevent more serious problems from developing.
- Serve as liaisons between students, homes, schools, family services, child guidance clinics, courts, protective services, doctors, and other contacts, to help children who face problems such as disabilities, abuse, or poverty.
- Arrange for medical, psychiatric, and other tests that may disclose causes of difficulties and indicate remedial measures.

Circulation Clerk/Work Study Student

UNIVERSITY OF MEMPHIS LIBRARY - Memphis, TN

September 1998 to May 2003

- Perform clerical activities such as filing, typing, word processing, photocopying, and mailing out material, and mail sorting.
- Register new patrons and issue borrower identification cards that permit patrons to borrow books and other materials.
- Answer routine inquiries and refer patrons in need of professional assistance to librarians.
- Send out notices and accept fine payments for lost or overdue books.
- Sort books, publications, and other items according to established procedure and return them to shelves, files, or other designated storage areas.

- Locate library materials for patrons, including books, periodicals, tape cassettes, Braille volumes, and pictures.
- Lend and collect books, periodicals, videotapes, and other materials at circulation desks.
- Inspect returned books for condition and due date status and compute any applicable fines.

Education

Bachelor of Science in Nursing

BAPTIST COLLEGE OF HEALTH SCIENCES - Memphis, TN
December 2015

Bachelor of Arts in Sociology

UNIVERSITY OF MEMPHIS - Memphis, TN
August 2003

Nursing Licenses

RN

Expires: August 2022

Skills

- Internet Savvy/Data Entry /10 Key
- Proficient Knowledge of MS Application, MS Word, Excel, and Access
- Excellent communication, presentation, and interpersonal skills
- Experience managing and completing projects.
- Team Player
- Strong analytical, problem solving, organizational and planning skills.
- Creative problem solver with positive attitude
- Willingness to work a flexible schedule. VOLUNTEER EXPERIENCES North Memphis Civic Club, June 1998-December 2002
- Promoted community awareness by going from door to door passing out flyers, mailing out flyers and making phone calls to neighbors that previously attended the neighborhood meetings.
- Assisted with making and passing out Christmas and Thanksgiving food baskets.
- Assisted with setting up, preparing, and serving the homeless during Thanksgiving.
- Assisted with organizing Easter egg hunts for the youth in the community.
- Nursing
- Library Services
- Case Management
- Crisis Intervention
- Social Work