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| Toya Williams190 Pearl Road Grand Junction, Tennessee 38039 · 731-609-3762**toyabostick@yahoo.com** |
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| **dEAR PROSPECTIVE EMPLOYER,**I’m highly interested in the RN contracts that you are offering at Select Specialty Hospital. The values of compassion and dignity in your mission statement and dedication to serve patients resonates with me. During this extreme shortage of nurses, I feel that I will bring extreme nursing knowledge, compassion, and skills to aid your facility during this trying pandemic. During my nursing career, I have learned a range of nursing skills, while developing the ability the think on my feet and learn by doing. I communicate well and have excellent attention to detail. I have attached my resume. Thank you for your consideration, I am eager to discuss my application with you in more detail and look forward to hearing from you, please feel free to contact me anytime at 731-609-3762. Thank you for taking the time to review my resume. I look forward to talking with you. Sincerely,Toya Williams, Registered Nurse |

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| Toya Williams190 Pearl Road Grand Junction, Tennessee 38039Phone: 731-609-3762toyabostick@yahoo.com |
| Registered Nurse seeking to use earned skills and knowledge to assist your facility in a nursing role. Proven to ably handle any medical emergency or situation, with the requisite skillset to perform under pressure. Excellent interpersonal skills, and dedicated worker with sense of purpose. Possess an Associate’s Degree in Nursing and Licensed Practical Nurse Career Certificate.  |

# Experience

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| September 2020-presenthealth services administrator, quality correctional health care, somerville, tn * Ensure nursing coverage is provided for site in congruence with contractual requirements.
* Ensure nursing activities are in compliance with required standards and regulations.
* Provide daily nursing care to inmates in accordance with physician orders and standards of nursing practice.
* Ensure all staff are trained to site specific duties with orientation documented and placed in file. Utilize QCHC manuals, policies, and procedures to guide treatment of inmates and appropriate actions with nursing staff. Participate in the development of new and/or revised nursing policies and procedures.
* Formulate and submit all required reports by 5th day of each month. Implement and maintain communication process to ensure all staff are informed and current on important information at all times. Completes annual performance evaluations as required.
* Assist in identification of clinical outcomes goals and development of tools for measurement of results. Foster support and cooperation with jail staff and administration to promote teamwork and fulfillment of QCHC's mission. Assess clinical skills of each staff member relative to job responsibilities and identify ways to educate and correct any deficiencies.
* Assist Medical Director/Chief Nursing Officer in pharmacy utilization reviews. Assist the Chief Nursing Officer in evaluation of the following on an annual basis and as needed: Orientation Program, Competency Evaluations, Ongoing Education, and Annual Review. Participate in CQI activities as needed.
* Assist with payroll review and ensure time and worked hours are correct for all staff. Work closely with physicians to ensure continuity of care. Interview/Hire new staff to ensure staffing requirements are met.
* Identify equipment and capital equipment needs and submit request to corporate. Assist with budgetary planning and operate within budget goals. Attend ALL mandatory meetings and 80% of non-mandatory meetings a year.
* Perform other job-related duties as assigned Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of this position.

august 2020-DECEMBER 2020Clinical RN Manager, Alliance Healthcare sytems Holly springs, MS In charge of the day-to-day operations of a nursing unit at Alliance Healthcare Systems.Supervises the nursing staff on the unit and has authority to make personnel decisions.Responsible for coordinating patient care and procedures in the unit. Reports directly to the CNO relating to quality assurance, resource management, staffing and staff development, facilitating communication and professional/ clinical leadership.Responsible for the co-ordination, assessment, planning and delivery and review of patient care and quality of life by all staff. acute care registered nurse / alliance Healthcare systems holly spring, ms Collaborated with other healthcare professionals to plan, manage, and assess patient treatments in the acute care unit. Maintained an 8-10 patient care load. Administer blood product infusions and monitored patients for adverse reactions.Discussed illnesses and treatments with patients and family members in a supportive manner. Documented data related to patients’ care including assessments results, interventions, medications, patient responses, or treatment changes. Assess patient vitals and take lab specimens for testing.Work with women from puberty to geriatrics ages to educate on routine care and ways to improve overall health and wellbeing with exercise, diet, and other optimal life choices.Educated patients on issues and post op or deliver care. Ensured HIPPA compliance with all patient’s personal medical records and treatments.Documented data related to patient’s care. Obtained and recorded patients’ vital signs, intake and output, and blood glucose.Worked with critically ill patients.Followed isolation precautions and infection control procedures.Obtained specimens for urinalysis and stool samples. July 2019 to currentCorrectional nurse, Quality correctional healthcaresomerville, tn * Complied with regulations within correctional system and administered care in the safest possible environment.
* Treated variety of illnesses affecting offenders in close quarters, including flu, gastrointestinal bugs, strep throat and lice.
* Administered medications and treatment to offenders and monitored responses while working with healthcare teams to adjust care plans.
* Adhere to strict safety measures by carefully determining proper dosages before administering medications.
* Monitored offenders’ conditions including interpreting and tracking EKG readings, identifying irregular telemetry readings and updating team members on changes in stability or acuity.
* Followed all personal health data procedures to effectively comply with HIPPA laws and prevent information breaches.

**SEPTEMBER 2018-CURRENT****LONG TERM ACUTE CARE, CERTIFIED MEDICAL STAFFING,LLC** MEMPHIS, TN Receive admission and / or transfers to the unit* Initial and on-going systematic patient assessment
* Timely and accurate documentation
* Interpret assessments / diagnostic data including labs and telemetry
* Promote continuous quality improvement
* Respond to life-saving situations, using nursing standards and protocols for treatment
* Act as a patient advocate while providing education and support to patients and their families
* Demonstrate excellence in customer service and public relations to promote a positive professional image
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| august 2016- currentassisted living agency Nurse, Certified Medical staffing, LLCMEMPHIS, TN * Reviewed patient history to verify conditions and current medications.
* Documented patient vitals, behaviors and conditions and communicated concerns to supervising Registered Nurse.
* Protected patients and healthcare team members from infection by sterilizing equipment and reusable supplies.
* Helped residents with day to day tasks, including bathing, dressing and eating.
* Collaborated with Nurse Practitioner on evaluation of care plan outcomes, implementing or adjusting interventions accordingly.
* Delivered oral medications, intramuscular injections and subcutaneous injections to migrate or resolve patient symptoms.
* Circulated assigned floor to measure and record residents’ fluid and food levels, implementing measures to promote healthy intake and output as necessary.

August 2016-current Medical surgical/ acute CARE NURSE, **alliance health care systems**holly springs, ms* Managed patient care through closely monitoring respirations, blood pressure, heart rate, and blood glucose levels in Acute Care setting.
* Evaluate patients to identify and address wounds, behavioral concerns and medically relevant symptoms.
* Minimized staff and patient infection risk by cleaning and disinfecting equipment instruments.
* Obtained biological specimens for ordered tests and prepared for laboratory transport.
* Administered controlled narcotics, inserted IVs and performed catheterizations.
* Documented accurate and complete patient information to address patient problems and expected outcomes.
* Care for wounds, provided treatments and assisted with procedures.
* Transcription of physician orders and accurate checking and verifying of transcribed orders and the Medication Administration Records.
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# Education

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| May 2020assoicates degree nursing, southwest tennessee community collegemay 2016licensed practical nurse career certificate, northwest mississippi community college* Member of National Licensed Practical Nurse Honor Society
* Graduated with 3.66 GPA

Graduated number two top of class of ten.may 2002high school dipolma, ashland high school* 3.95 GPA
* Beta Club Honor Society
* Graduate number ten in class number of one-hundred and sixty students.
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# Skills

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| * Patient management
* Patient privacy
* Infection control and aseptic procedures
* Pulse oximetry tracking
* Inpatient care
* Maintain nutrition
* Wound care
* Chronic disease management
* Inserting IVs/IV therapy
* Monitoring and assessing I&Os
* Using PICC, Hickman, and Central Lines
 | * Direct patient care
* Patient assessments
* Tracheostomy care
* Caregiving skills
* Charting and documentation
* Breathing treatments
* Intramuscular injections
* G-tube care
* Administration of blood and blood products.
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# certifications

* American Heart Association Basic Life Support 2015-current
* Advanced Cardiac Life Support (ACLS) Certification 2017- current