

Angel Bevins

Belfry, KY

angelrenae_77@hotmail.com

+1 606 369 0385

Registered Nurse with active Kentucky license and compact state license. Currently experienced and working as an Operating Room Circulating Registered Nurse.

Willing to relocate: Anywhere

Authorized to work in the US for any employer

Work Experience

Registered Nurse Operating Room Circulator

Tug Valley ARH - South Williamson, KY

November 2021 to Present

- Perform admission to same day surgery
- Perform patient care while in operating room
- Assist surgeon and operating tech with surgery
- Assist anesthesia staff as needed during surgery
- Retrieve needed equipment for surgery and procedures
- Recover patient in PACU
- Educate patient in post surgery care

Office Manager, Dispatcher, Administrative Assistant, BLS Instructor

Appalachian 1st Response - Stone, KY

January 2003 to October 2021

Stone, KY, January 2003-July 2012, December 2018-2021

EMT-Basic, Office Manager, Dispatcher, Administrative Assistant, BLS Instructor

- Provided assistance to supervisors in ensuring a productive and safe working environment
- Designed and implemented safety standards and procedures as required
- Performed regular employee record inspections to ensure records were up-to-date
- Managed employee documentation to make sure data was correct and performed quality assessments
- Maintained patient files
- Trained new employees
- Supervised employees on daily operations
- Communicated with employees at all levels, dispatching them to their next assignment
- Medical billing, as well as communication with patients and insurance companies to process their claim in a timely manner
- Patient assessment, treatment, and transport in both emergent and non-emergent scenarios
- Performed patient assessment for ambulance transport verification

Administrative Assistant to the Associate Dean of Academic Affairs

Kentucky College of Osteopathic Medicine - Pikeville, KY

August 2015 to June 2016

Designed and managed daily lecture schedule, considering multiple factors (physicians' office schedules, emergencies, etc)

- Managed correspondence from the Associate Dean of Academic Affairs to the faculty, staff, and students
- Assisted Associate Dean of Basic Science with daily tasks and correspondence
- Assisted Senior Associate Dean (Interim Dean) with daily tasks and correspondence
- Acting as a student advocate, I accepted current student concerns and issues from the students and presented them to the appropriate deans
- Managed and allocated departmental charges
- Organized and supervised departmental and school events
- Planned, executed, and supervised exam days
- Secretarial duties
- Secured exam questions and managed grade book
- Organized Curriculum Committee syllabi, minutes, and agendas
- Organized and supervised Faculty Development functions
- Co-designed the newly formed Kentucky College of Optometry's daily lecture schedule

Education

Associate in Science (AS) in Nursing

American National University - Pikeville, KY

August 2019 to October 2021

Bachelor of Science in Biology in Biology

University of Pikeville - Pikeville, KY

May 2015

Associates of Art in Elementary Education in Elementary Education

Southern West Virginia Community and Technical College - Fort Gay, WV

May 2006

Associates of Art in Art

University Parallel Studies, Southern West Virginia Community and Technical College - Fort Gay, WV

May 2006

Skills

- Administrative Assistant
- Billing
- Microsoft Excel
- Outlook
- Receptionist
- Word
- Accounts Payable
- MS Office
- Microsoft Office

- Data Entry
- accounting
- EMT Experience
- Teaching
- Medical Terminology
- Office Management
- Medical Billing
- Nursing
- Hospital Experience
- Triage
- Medical Records
- Medication Administration

Certifications and Licenses

RN