

Melissa Adams

Pearisburg, VA 24134

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Enthusiastic RN with excellent people skills and dedicated work ethic. Demonstrated medical procedure competency. Years of experience ensuring high standards of culturally competent care for wide variety of patients with diverse needs.

Work Experience

LPN/Registered Nurse

Carilion Clinic

August 2018 to Present

I Assessed need for, ordered, obtained and interpreted appropriate lab tests.

I Scrub for surgical procedure, maintain sterile field, assist surgeon with eye/general surgery as well as endoscopy I Examined patients and dispensed contraceptives and other medications as needed. I Self-directed with astute judgment skills. High level of personal accountability. I Processed monthly reports for department performance. I Performed lab tests and communicated results. I Liaised between patients and physicians to ensure patient comprehension of treatment plans. I Ensured HIPAA compliance. I Documented patient information obtained from interviews. I Performed pregnancy tests and sent specimens for laboratory testing. I Assisted doctors with surgeries and non-invasive procedures. I Authorized drug refills and provided detailed prescription information to pharmacies. I Collected blood, tissue and other laboratory specimens and prepared them for lab testing. I Maintained all confidential personnel files, license and CPR compliance records. I Performed monthly inventory and maintained office and medical supply counts. I Performed venipuncture. I Administered medications such as IM, Subcutaneous and Intradermal injections. I Administered vaccinations. I Provided assistance to physician and performed clerical duties and triaging patients on our on call days

Licensed Practical Nurse

Lewis Gale Physicians

July 2013 to April 2018

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Subcutaneous and Intradermal injections. I Administered vaccinations. I Provided assistance to physician and performed clerical duties and triaging patients on our on call days

Licensed Practical Nurse

Montgomery Obstetrics - Blacksburg, VA

July 2011 to August 2013

24060 I Assessed need for, ordered, obtained and interpreted appropriate lab tests. I Counseled and educated patients about reproductive health issues and wellness. Expertise in STDs, HIV and family planning. I Examined patients and dispensed contraceptives and other medications as needed. I Self-directed with astute judgment skills. High level of personal accountability. I Processed monthly reports for department performance. I Performed lab tests and communicated results. I Liaised between patients and physicians to ensure patient comprehension of treatment plans. I Ensured HIPAA compliance. I Documented patient information obtained from interviews. I Performed pregnancy tests and sent specimens for laboratory testing. I Assisted doctors with surgeries and non-invasive procedures. I Authorized drug refills and provided detailed prescription information to pharmacies. I Collected blood, tissue and other laboratory specimens and prepared them for lab testing. I Maintained all confidential personnel files, license and CPR compliance records. I Performed monthly inventory and maintained office and medical supply counts. I Performed venipuncture. I Administered medications such as IM, Subcutaneous and Intradermal injections. I Administered vaccinations. I Provided assistance to physician and performed clerical duties and triaging patients on our on call days.

Bartender/Wait staff

Professional Catering - Blacksburg, VA

April 2010 to July 2013

24060 I Maintained high standards of cleanliness and sanitation. I Maintained clean dining room, lobby and service areas at all times. I Served beverages, breads and butter and replenished items as necessary. I Quickly set up and cleared tables and stocked all service stations. I Maintained clean and presentable tables with tableware, spotless glassware, silverware and linens. I Inspected, pulled and stacked cleaned items and sent soiled items back for re-scrubbing and re-washing.

I Assisted in cashiering and Point of Sale (POS) system procedures during busy hours. I Monitored guest for intoxication and immediately reported concerns to management. I Effectively listened to, understood and clarified guest concerns and issues. I Continually monitored dining rooms for seating availability, service, safety and well-being of guests. I Moved and arranged tables, chairs and place settings and organized seating for groups with special needs. I Assertively upsold alcoholic beverages, appetizers and desserts. I Verified cash drawer against the day's receipts. I Proactively prepared for large parties and reservations, anticipating planning and staffing needs. I Immediately reported accidents, injuries or unsafe work conditions to manager. I Skillfully promoted items on beverage lists and restaurant specials. I Consistently provided professional, friendly and engaging service. I Maintained cash bar for events I bartended, keeping close watch on inventory and cash drawers until presented to owners for closing of shift.

Paraprofessional/Special Education

Montgomery County Public Schools - Christiansburg, VA

September 2005 to June 2007

24073 I Planned and led activities to develop students' physical, emotional and social growth. I Tailored lesson plans for students with emotional and cognitive disabilities. I Assisted in preparing reports and paperwork for parent-teacher conferences. I Supported 8 classroom teachers in implementing a developmentally-appropriate curriculum for a group of 10 students. I Prepared instruction materials,

including making copies, constructing bulletin boards and setting up work areas. I Redirected students using Positive Behavior Support (PBS). I Instructed students with disabilities, including autism, cerebral palsy and attention deficit disorder. I Led activities that developed students' physical, emotional and social growth. I Physically and verbally interacted with students throughout the day. I Established a safe play environment for the students. I Redirected poor behavior using the positive reinforcement method. I Attended monthly staff training sessions.

Assistant Manager

The Chat Room Cafe - Blacksburg, VA

July 2000 to August 2004

24060 I Led and directed team members on effective methods, operations and procedures. I Prepared for and executed new menu implementations. I Oversaw front of house personnel to maintain adequate staffing and minimize overtime. I Maintained a safe working and guest environment to reduce the risk of injury and accidents. I Developed, implemented and managed business plans to promote profitable food and beverage sales. I Skillfully interacted with external vendors to obtain the best quality in pricing and product. I Conducted timely performance evaluations for all front of house staff. I Effectively managed payroll and timekeeping, including completion of the proper paperwork for new hires and terminations. I Promoted the business through participation in and sponsorship of community events. I Quickly identified problem situations and skillfully resolved incidents to the satisfaction of involved parties. I Created fun team building activities to engage staff in up-selling to meet revenue targets. I Purchased adequate quantities of necessary restaurant items, including food, beverages, equipment and supplies. I Met, greeted and encouraged feedback from customers and used feedback to implement positive changes within the restaurant. I Carefully interviewed, selected, trained and supervised staff.

Education

High School Diploma

Blacksburg High School - Blacksburg, VA

1998

Associate in Registered Nurse

Wytheville College - Wytheville, VA

Nursing Licenses

RN

State: VA

PN

State: VA

Skills

- SKILLS I Strong clinical judgment
- I Medical terminology knowledge I Excellent communication skills
- I Mediation capability I Works well under pressure

- I Cash flow management I Lab testing and reporting
- I Strong client relations I Ability to maintain required clinical records
- I Quick learner I Understanding of diverse communities
- I MS Windows proficient I Sensitive to cultural differences
- I Creative problem solver I Familiarity with substance and mental health systems
- Family Planning
- Nursing
- Medication Administration

Certifications and Licenses

BLS, ACLS

LPN