

# Bukola solomon

Milwaukee, WI 53226

[solomonbukola94@gmail.com](mailto:solomonbukola94@gmail.com)

+1 414 274 9105

Willing to relocate: Anywhere

## Work Experience

---

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

Ascension - Milwaukee, WI

August 2021 to Present

- Observe and record patient behavior and acute changes
- Perform physical examinations and prepare patients for procedures and diagnostic tests
- Collect patient health history
- Counsel and educate patients and their families on treatment plans
- Administer medication, change wound dressings and care for other treatment options
- Read and interpret patient information, making treatment decisions when appropriate
- Consult with doctors to decide on the best treatment plan for patients
- Direct nurse assistants and nurse aides
- provide comfort care to patients
- monitoring patients on telemetry.

### **Patient Service Representative**

Advocate Aurora Health - Milwaukee, WI

December 2019 to May 2021

- Entering data for patients into an electronic medical record (EMR)
- Contacting patients over the phone or processing paperwork in-person to collect information about the patient's past treatments and other historical medical data, including medications and surgical history
- Answering patient questions about billing and payments
- Screening incoming calls to provide the proper routing to other departments when necessary
- Registering, scheduling and re-scheduling patients for appointments and follow-ups.

### **Clerical Assistant**

University of Wisconsin-Milwaukee - Milwaukee, WI

April 2019 to January 2021

- Answering and directing calls, taking messages, and making phone calls on behalf of the company.
- Sorting and distributing the daily mail, sending out bills, and arranging pickups for packages.
- Using office equipment to check emails, send faxes, make copies, and update computer databases.
- Typing forms, correspondence, memos, and other materials.
- Sorting, filing, and maintaining filing systems for efficient record-keeping and easy retrieval.
- Maintaining inventory on office supplies.
- Completing assignments and projects according to instructions from supervisors.
- Overseeing and helping out new hires, office temps, or part-time students.

## Education

---

### **Bachelor's degree in Nursing**

University of Wisconsin-Milwaukee - Milwaukee, WI

September 2016 to May 2021

## Skills

---

- Nursing
- Medication Administration
- EMR Systems
- Medical Records
- Medical Scheduling
- Critical Care Experience
- Vital Signs
- Hospital Experience
- Epic
- Employee Orientation
- Patient Care
- Care plans
- Data collection

## Certifications and Licenses

---

### **RN**

### **BLS Certification**

### **Compact State Nurse License**