

Ashley A. Novak
295 Exeter Lane
Sugar Grove, IL 60554
779-212-2442
anovak1009@gmail.com

Career Objectives

I am seeking an RN position which allows me to continue growing in experience and knowledge. I have been an RN for close to 13 years and enjoy learning new things through my job. I wish to have a position that challenges me and allows me to feel that I have truly made a difference in the lives of my patients. I would love to gain knowledge in all aspects of nursing including emergency medicine, intensive care, obstetrics, and pediatrics to expand upon my current medical/surgical and telemetry experience.

Philosophy of Nursing

I believe that the role of a nurse is to provide adequate care and intervention to patients, while at the same time giving them a sense of wellbeing while they are in a time of need. I believe that not only should nurses have the knowledge of how to care for their patients, but they also need to ensure that their patients feel a sense of comfort and do not have doubts about a nurse's desire to help them.

Acquired Skills

- *Leadership and multitasking skills acquired from being in Hospital Supervisor position for 4 years
- *Leadership skills acquired from being fill in Charge Nurse when needed
- *Teamwork: working alongside other nurses in bedside care of a variety of patients
- *Emergency care acquired from working on an ambulance in the EMS field prior to becoming a Registered Nurse
- *Non-medical care of all ages of infants/children from working in church nurseries
- *Customer Service skills from working retail for 5 years

Education

- | | |
|---------|---|
| 07/2021 | Bachelor of Science in Nursing
Western Governor's University
Salt Lake City, Utah |
| 05/2009 | Associate of Applied Science in Nursing
Kishwaukee College
Malta, IL |
| 04/2007 | Pediatric Education for Prehospital Professionals
Rock River Region EMS System
Rockford, IL |

05/2006 EMT-Basic Level Training
Rock River Region EMS System
Rockford, IL

License

05/2020 Registered Nurse (IL) (active)

05/2006 EMT-Basic (IL) (inactive)

Certifications

06/2008 Critical Incident Stress Management

03/2007 Response to Mass Casualty Incidents in EMS

Ashley A. Novak

Work Experience

12/2017-Current

Registered Nurse-Hospital Supervisor
Northwestern Medicine Kishwaukee Hospital
One Kish Hospital Drive
Dekalb, IL 60115

Currently Work as Hospital Nursing Supervisor whose role is to oversee the entire hospital on evening and night shifts as well as weekends and holidays when management and administrators are not present. Tasks include staffing for each unit, responding to patient emergencies, performing service recovery in the event a patient or visitor is upset, being an informational and emotional resource for family when a loved one is critically ill or has passed away, keeping updated records of all significant events during shift, maintaining awareness for critical patients or patients who are showing behavioral concerns towards staff, fulfill incident commander role during any high risk event that occurs, being knowledgeable about hospital policies in order to answer any questions staff or patients may have, being knowledgeable about when to escalate an incident through the chain of command, and many tasks.

07/2015-08/2018:

Registered Nurse
Northwestern Medicine Kishwaukee Hospital
One Kish Hospital Drive
Dekalb, IL 60115

Returned to role on the Telemetry/Pediatric unit caring for a variety of cardiac patients. Mainly worked as the fill in Charge RN on the unit, but occasionally worked as the unit's Resource Nurse. Also would float to the Intensive Care Unit at times when needed.

09/2013-08/2014:

Registered Nurse
Kishwaukee Community Hospital
One Kish Hospital Drive
Dekalb, IL 60115

Temporarily returned to US from Germany while husband deployed and was able to work at my previous job on the Telemetry/Pediatric unit caring for a variety of patients suffering from heart conditions. I continued to fill in as the unit Charge Nurse as well.

01/2010-10/2012:

Registered Nurse
Kishwaukee Community Hospital
One Kish Hospital Drive
Dekalb, IL 60115

Worked on Telemetry/Pediatric unit caring for patients with a variety of

illnesses and injuries. Ages ranged from infants to geriatric patients. I was most often a floor/bedside nurse, but occasionally filled in as Charge Nurse, ensuring the entire unit was operating properly. At times I was also floated to other units such as the Intensive Care Unit, as well as Post-Partum Obstetrics.

05/2009-12/2009: Registered Nurse
Mendota Community Hospital
1401 East 12th Street
Mendota, IL 61342
Worked as Medical/Surgical nurse caring for patients a variety of ages who presented with illness and injury. Due to the hospital being a Critical Access hospital, I cared for children, as well as adults and the elderly.

10/2008-2009: Nursery Attendant
Hillcrest Covenant Church
Dekalb, IL
Managed the nursery every other weekend watching children under the age of 3 while parents were in service.

05/2006-12/2008: Entomology Assistant
Monsanto
Waterman, IL
Worked in the entomology lab breeding insects for corn research. Also worked out in the fields collecting research data from corn plants.

11/2003-05/2009: Cashier/Shipping Clerk
Kauffman Turkey Farm
Waterman, IL
Ran the sales office on weekends throughout the year. Seasonally prior to Thanksgiving work to ship orders to retail stores.

Awards

02/2008 Declaration of Heart Saver Hero Award

05/2006 Shabbona Fire Department Scholarship for continuation of
medical education

Professional Organization

04/2005-11/2009 Shabbona Fire Department

Ashley A. Novak
295 Exeter Lane
Sugar Grove, IL 60554
779-212-2442
anovak1009@gmail.com

Reference List

Victoria Guthrie, MSN, RN, NE-BC
Director, Patient Care Services
Emergency & Inpatient
Northwestern Medicine Kishwaukee Hospital
1 Kish Hospital Drive
Dekalb, IL 60115
815-766-7506

Romana Donnelly, MSN, RN
Emergency Department Charge RN
Hospital Supervisor
Northwestern Medicine Kishwaukee Hospital
1 Kish Hospital Drive
Dekalb, IL 60115
630-408-0880

Nicole Mastro
ICU RN
Northwestern Medicine Kishwaukee Hospital
1 Kish Hospital Drive
Dekalb, IL 60115
630-205-4041

Jessica Schlick
Hospital Supervisor
Northwestern Medicine Kishwaukee Hospital
1 Kish Hospital Drive
Dekalb, IL 60115
815-757-5855