

Katherine Elizabeth Stochelski

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Work Experience

Surgical/Anesthesia Registered Nurse

Greater Charlotte Oral & Facial Surgery - Charlotte, NC

October 2021 to Present

Emergency Room Registered Nurse

Novant Health - Charlotte, NC

July 2021 to October 2021

- Monitor patient's condition and assess needs
- Administer medications
- Observe and interpret patient symptoms
- Record vital signs and maintain detailed report
- Collaborate with physicians and nurses to devise care plans
- Update family members on loved ones care

Legal Assistant

CarnesWarwick - Charlotte, NC

March 2020 to May 2020

- Assisted attorneys with case preparation
- Oversaw onboarding process for new clients
- Organized case documents
- Managed the attorney's schedules
- Wrote and edited legal documents
- Made appointments with clients and the courthouse

Administrative Assistant

The Appraisal Shoppe - Plainfield, IL

May 2019 to November 2019

- Assisted appraisers with filing and organizing
- Forwarded messages from phone calls and emails
- Drove out to take comparable photos
- Maintained an organized schedule
- Prepared documents on time
- Ordered supplies
- Scheduled appointments for clients to meet with appraisers

Writing/ESL Tutor

Lewis University - Romeoville, IL

August 2018 to May 2019

- Assisted the writer with strengthening their writing ability and
- Transitioned between ideas and sections of students writing process
- Generated a variety of concepts
- Was an ELL specialist
- Helped craft resumes, cover letters, and personal statements
- Developed different paper topics and content to graduate schools
- Worked on proper formatting in APA, MLA, and Chicago Style
- Tutored students in person, on the phone, and through email
- Gave presentations to promote the Writing Center response

Certified Nursing Assistant

Tabor Hills Healthcare - Naperville, IL

October 2016 to August 2018

- Assisted residents and patients with everyday needs ● Skills acquired from this job include: multi-tasking, teamwork,
- Updated family members on the progress of loved one health promotion and maintenance, compassion/empathy,
- Helped with physical therapy and occasionally assisted judgment, and decisiveness registered nurses with minor procedures

Florist & Cashier

Jewel Osco - Plainfield, IL

May 2015 to September 2016

- Handled money and customer accounts ● Managed the floral department
- Organized customer floral orders ● Stocked new shipments of flowers and products

Deli Worker & Cashier

Ewa's Market and Deli - Plainfield, IL

August 2014 to August 2014

- Served customers Deli products, and managed the ● Spoke Polish to customers, adding to the European culture of department, on occasion the store

Education

Bachelor of Science in Nursing

Queens University of Charlotte - Charlotte, NC

May 2020 to May 2021

Bachelor of Arts in English

Lewis University - Romeoville, IL

January 2016 to May 2019

General Education Requirements

Joliet Junior College - Joliet, IL

May 2015 to December 2015

Skills

- Certified as a Nursing Assistant (September 2016)
- Water Safety Ambassador/Caregiver
- Advanced Cardiac Life Support (ACLS) Provider
- Opioid Education for Community Health Workers Series
- Fluent in Polish Certificate
- American Heart Association CPR/BLS
- Bloodborne and Airborne Pathogens Certificate
- Stewards of Children Certificate

- English as a Second Language Tutor Certificate
- Chicago Manual of Style
- Floral design
- Nursing

Certifications and Licenses

CNA

BLS Certification

RN

ACLS Certification

AHA Certification

CPR Certification