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|  | **Professional Profile** |  |

Highly motivated, self-starter, independent worker and result oriented professional who can work in all types of environments. Ability to recognize what needs to be done and complete it within a timely manner. Very experienced with customer service and satisfaction. Outstanding verbal and written communication skills.

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|  | **Summary of Qualifications** |  |

* Excellent leadership, communication, organizational and time management skills
* Intuitive and analytical skills

 Energetic, enthusiastic, self-started player with capacity to work under minimal to no supervision. At ease in high stress, fast-paced situations with emerging and multiple responsibilities

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|  | **Areas of Expertise** |  |

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| * Goal Oriented
 | * Communication
 | * Project Management
 |
| * Patient Care & Relationships
 | * Management
 | * Leadership & Team Building
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|  | **Education** |  |

* Rockford University Rockford, Illinois 61108

Bachelor of Science 01/2019-12/2020

Major: Nursing

* University of Wisconsin – Platteville Platteville, Wisconsin 53818

Bachelor of Science 08/2015-07/2017

Major: Agribusiness

Emphasis: International

* Highland Community College Freeport, Illinois 61032

Associate of Art 08/2013-05/2015

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|  | **Licenses** |  |

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| **registered nurse** | **04/2021 – current** |

State of Illinois Registered Professional Nurse, License Number: 041508543

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|  | **Professional Experience** |  |

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| **Primary Registered Nurse, CGH Medical Center Main Clinic** | **04/2021 – Current** |

My goal within this position is to directly assist patients in the management of their chronic diseases, promote optimal wellness and prevent disease and health problems.

* Proficiency to establish long standing rapport with patients.
* Ability to switch between telephonic and face-to-face care as needed.
* Provide patient education, immunization administration, medication reconciliation and triage care.

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| **Certified Nursing Assitant, CGH Medical Center Main Clinic** | **01/2021-04/2021** |

My goal within this position is to provide a safe and comfortable setting for each patient.

* Communicate efficiently with the patient.
* Check vital signs and record medical information.
* Provide report to the primary care provider.

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| **Bartender, The Idle Hour**  | **11/2019 – 06/2021** |

My goal with this company is to provide excellent customer service and satisfaction to each customer.

* Good communication and attention to detail.
* Ability to work in a fast-paced environment.
* Accountable for end of shift earnings.

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| **Manager, Angelo’s III****Waitress & Bartender** | **10/2016 – 11/2019** **7/2014 – 10/2016**  |

 My goal with this company is to continue to provide excellent customer service and satisfaction with little to no effort on behalf of the customer.

* Manage waitresses, bartenders and hosts.
* Accountable for end of shift earnings for all employees.
* Chosen to train new hires.

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|  | **Volunteer Experience** |  |

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| **Treasurer, St. Mark’s Lutheran Church**  | **08/2017 – 02/2018** |

My goal with this organization is to provide the best accounting skills possible to ensure their financial security.

* Responsible for keeping track of financial assets and liabilities.
* Utilized QuickBooks.
* Responsible for paying bills, payroll and reconciling bank accounts monthly.
* Proposing budgets.