**Sandeep Khattra-RN BSN-ICU Registered Nurse**

**ACLS & BLS certified**

Oak Creek, WI

sandeep.kaur\_98@yahoo.com

(414) 217-3705

**WORK EXPERIENCE**

**CICU Registered Nurse**

St. Luke’s Medical Center

February 2020-current

**Job description**

* Demonstrate progression to recognize situational changes that require unplanned or unanticipated interventions, and responds to situations with confidence, timeliness and flexibility.
* Demonstrate ability to effectively make critical, independent decisions. Excellent organization, prioritization and problem-solving skills.
* Demonstrate time management skills with an ability to multi-task and prioritize in an environment with frequent interruptions.
* Demonstrate coordination, collaboration, delegation and team building skills.
* Take patient history and assists in gathering data to work with the RN to establish a patient's database. In collaboration with the RN, identifies patient problems utilizing a holistic approach and writes appropriate nursing orders.
* Take nursing actions in keeping with nursing orders and, in collaboration with the RN, evaluates the outcome of care delivered.
* Make pertinent nursing judgments in keeping with the patient's changing clinical situation.
* Seek input into nursing judgment from significant others when indicated.
* Perform procedures within site policies and practices.
* Relate pathophysiology to clinical situations so as to anticipate impending, potential problems of assigned patients.
* Complete accurate reporting and documentation of patient care and contacts MD, as clinical situations require.
* Communicate effectively with patient and family and provides them with necessary emotional support. Interacts professionally with physicians and other members of the health care team.
* Document accurately the care delivered to patients.
* Perform various patient positioning and transporting duties, which require lifting and pushing/pulling, while utilizing proper technique. Provides and maintains patient safety.

**Assistant Buyer**

Shopko

June 2017- December 2017

Green bay, WI

**Job description**

* Work closely with Buyers assisting with assortment planning, advertising and e-commerce processes.
* Familiar with analyzing business and merchandising trends, and resolve issues or problems encountered and ensure that the business operates in a smooth, timely and professional manner.
* Administer all procedures involved with advertising and new vendor/item set-ups.
* Product Selection/Assortment Planning Assist the Category Manager in developing appropriate merchandise assortments and identify key item drivers.
* Utilize input and direction from format teams to meet customer expectations through the assortment, marketing, regionalization and localization.
* Maintain knowledge of and react to industry and competitor merchandise trends for assigned business areas .
* Analyze business and merchandising trends and uses information to recommend assortment updates Business Planning.
* Assist the Category Manager in developing and presenting seasonal business plans.
* Assist the Category Manager in establishing promotional and pricing strategies to achieve sales plan.
* Partner with the inventory management team to ensure customer availability and profitable inventory levels.
* Participate in forecasting process based on current trends and knowledge of future events.
* Work with Space Planning to assist the Category Manager in developing a compelling merchandise presentation Supports Advertising and Ecommerce processes.
* Assist the Category Manager in developing and executing marketing and ecommerce strategy.
* Monitor promotion and ecommerce performance.
* Recommend vendors for commerce hub and works with Ecommerce team to manage drop-ship business Vendor Partnership.
* Manage daily communication with vendor and business partners.
* Negotiate vendor coop support as appropriate

**Grocery/HVC, Dairy & Frozen Replenishment Buyer**

**Piggly Wiggly Midwest**

April 2015 to June 2017

Sheboygan, WI

**Job Description**

* Knowledge of soft wares: tricep, bicep, & 2200 (ad world)
* Review, adjust, approve and execute purchase orders
* Effectively work with vendor/brokers and apply strategies that maximize the company's procurement
* philosophies
* Manage service levels, warehouse turns and costs
* Use forecasting methods to track regular, promotional, and seasonal purchases in an effort to ensure optimal
* product supply levels
* Coordinate with inventory control to monitor inventory levels and qualities to assure proper rotation of
* products
* Create special orders and release seasonal survey items according to timeline
* Create spread sheets to monitor sales and ads
* Operations Salaried Assistant Store Manager
* Wal-Mart
* Milwaukee, WI
* May 2013 to April 2015
* Job Description
* Drive sales in the facility by ensuring effective merchandise presentation, including accurate and competitive
* pricing, proper signing, in-stock and inventory levels for the area
* Drive sales by offering exceptional customer service
* Recruit new talent
* Successfully identify shrink/loss within the departments and create a plan to prevent it
* Interpret financials to improve business drive
* Model, enforce and provide direction and guidance to hourly associates on proper customer service
* approaches and techniques to ensure customer needs, complaints and issues are successfully resolved.
* Initiate, direct and participate in community outreach programs, and encouraging and supporting associates
* in serving as good members of the community, including establishing and maintaining relationships with key
* individuals or groups in the community.

**PCA/Floor Leader**

**Aurora, St. Lukes Medical Center**

October 2008 to May 2013

Milwaukee, WI

**Job Description**

* Patient care to 12+ patients
* Oriented new employees
* Developed report with patients and employees
* Offered emotional assistance to patients and grieving families
* Maintained a clear and safe environment for the patients
* Participated in cost saving techniques by developing ways to save money by cutting down on supplies

**Alverno Ambassador**

**Alverno College**

2012 to January 2013

Milwaukee, WI

**Job Description**

* Selected to present at college recruiting events to share experience with prospective students
* Participated with marketing team for executing marketing plans and developing marketing strategies
* Directed tours for prospective students, families and international visitors

**Academic Assistant**

**Alverno College**

2012 to January 2013

Milwaukee, WI

**Job Description**

* Assisted students that needed help in learning the material on quantitative methods and business models
* Flexibility in my schedule to meet the students' needs
* Created different methods of learning to fit the students' needs
* Developed learning tools to help the students succeed in the area of business models and quantitative
* Methods

**Licenses & Certifications**

Registered Nurse license number 252166-30

Basic Life Support (BLS) and ACLS

**Volunteer Experience**

Community chair at Lakeshore Technical College

Oct 2018 – December 2019

Habitat

Sep 2013 -Volunteer duration 1 month

**EDUCATION**

Bachelor of Science in Nursing

Grand Canyon University-National Honor Student

June 2021

Associate Degree in Nursing

Lake shore technical College

December 2019

Bachelor of Arts in Marketing Management

Alverno College

December 2014

Bachelor of Arts in Business Administration Management

Alverno College

December 2012

**References**

Available upon request