

Janelle Dollar

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EDUCATION

Bachelors of Science in Nursing August 2011 to May 2016

Southern Illinois University Edwardsville - Edwardsville, IL

Licensure: *Registered Professional Nurse* April 2018

Certifications: *American Heart Association Basic Life Support* May 2021, *National Institutes of Health Stroke Scale* June 2021, *Advanced Cardiac Life Support* October 2021

Memberships: *Phi Eta Sigma National Honor Society, Student Nurses Association, Colony Woman of Alpha Xi Delta, Iota Upsilon Chapter*

EXPERIENCE

Northwestern Medicine Central DuPage Hospital- Winfield, IL February 2020 to Current

Registered Nurse- Medical Care Center

- Provide care to COVID-19 patients requiring optiflow and bipap
- Use prioritization and time management skills to provide care to medical, observation and step down patients
- Care for patients with rapid declination in condition and initiate rapid response alerts in a timely manner
- Coordinate with multiple departments to arrange for patient testing and procedures

Maxim Healthcare Services- Chicago, IL October 2019 to February 2020

Registered Nurse- Medical-Surgical, Telemetry

- Adapted to the fast pace flow of the MCC units after one day of orientation
- Monitored patients with both chronic disease exacerbations and acute illness
- Identified patient medical needs based on signs, symptoms and diagnostic results
- Ensured patient safety by including patients and families in bedside shift report

Westlake Hospital - Melrose Park, IL June 2018 to August 2019

Registered Nurse and Charge Nurse - Medical-Surgical, Telemetry

- Performed thorough assessments on patients and document accurately
- Monitored patients through hourly rounds and all patient interactions
- Provided holistic care to patients of all backgrounds
- Ensured patient safety by including patients and families in bedside shift report

Douglas V. Janis D.D.S. - Geneva, IL June 2017 to June 2018

Assistant Office Manager and Insurance Billing Associate

- Scheduled patients for procedures and routine exams
- Worked alongside dental assistants to prepare equipment for routine exams
- Implemented distraction techniques to comfort patients during procedures
- Managed office finances, insurance claims and billing statements

Town and Country Gardens - Elgin, IL May 2017 to June 2018

Wedding and Event Coordinator and Team Leader

- Oversaw a team of five assistants to facilitate growth from creative conception, strategy and feedback mechanisms
- Managed and organize inventory, florals and decor for upcoming events to ensure all details for events are completed before deadlines
- Day to day support for the larger team and set-up of events according to clients desires
- Provide crisis management solutions in real-time client situations

Barnes Jewish Hospital - St. Louis, MO April 2015 to April 2016

Student Nurse Technician- Orthopedics

- Used communication skills to build trust with patients to provide culturally sensitive and patient specific care
- Managed care between required tasks and patient needs by using prioritization skills
- Utilized nursing knowledge to properly obtain necessary vital signs, lab work, EKG's, and input and output measurements
- Documented self-obtained patient related information accurately and efficiently

**References available upon request*