

# Kara Gardner

Registered Nurse

## Contact

Livingston, TX  
281-702-6190  
karabear0812@gmail.com

## Key Skills

- Strong medical ethic
- Patient advocacy
- Strong Clinical judgement
- Prioritization and delegation
- Nursing process
- Culturally sensitive
- Patient assessment and Care
- Proficient in IV establishment
- AHA BLS Certified

## Education

5/2022

**Associate of Applied Science**

Nursing

**Angelina College**

Lufkin, TX

08/2020

**Licensed Vocational Program**

Nursing

**Angelina College**

Livingston, TX

5/2003

**Sam Rayburn HS**

Diploma

Pasadena, TX

## Summary

Driven, Board certified, newly Registered Nurse with 2 years of previous experience as an LVN caring for patients in a long-term care facility. Capable of delivering comprehensive patient care and ability to delegate tasks according to patient needs and personnel skill sets. Dedicated to providing top quality care within a multidisciplinary team environment.

## Experience

*September 2020- May 2022*

LVN • Full time • The Bradford at Brookside

- Distributed medications to patients in proper doses, recorded times of administration to ensure ongoing accuracy.
- Administered IV antibiotic therapies.
- Administered breathing treatments, provided tracheostomy care and suctioning, and O2 administration.
- Administered continuous and bolus feedings through G-tubes.
- Collected lab samples, such as blood, urine, or sputum from patients.
- Provided bedside care by obtaining vital signs of patients.
- Performed catheterizations, provided wound care, and implemented precautions for residents suffering from seizures.
- Tested blood glucose and administered insulin as appropriate.
- Observed patients, charting and reporting changes in patients' condition to Physician.

*July 2012 – June 2021*

Office Manager • Full time/Part time • EnerStaff, LLC

- Manages office operations to ensure efficiency and productivity.
- Prepares, distributed and reconciles purchase order requisitions.
- Create weekly invoices to include all time and expenses from each project and email to the customer.
- Prepares Profit and loss reports, balance sheets, job cost reports for the end of the month closing.
- Review timesheets, work schedules and other related information to identify and reconcile payroll in QuickBooks.
- Manages accounts receivable/payable and reconcile all accounts weekly/monthly.
- Monitors overdue accounts and properly records information about financial status and collection efforts. Initiates contact with customers with delinquent accounts by email, telephone to request payment on account.

## References

Available upon request