Sonya Wheat

Registered Nurse

Collierville, TN 38017

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+1 901 649 0068

Authorized to work in the US for any employer

Work Experience

Registered Nurse

Methodist Le Bonheur Healthcare - Germantown, TN

May 2019 to Present

Admit and provide patient care to critical neonates born prematurely as well as full term with medical complications. Also experienced with neonatal abstinence syndrome, scoring infants and intervention when necessary. Support intake and provide feeding interventions when necessary. Monitor vitals, blood glucose levels, and other lab values and work closely with the physicians and nurse practitioners to provide immediate care when change in status occurs. Provide ongoing parental education as well as discharge instructions when necessary.

Co-Owner/Accountant

Colonial Electric - Memphis, TN

January 2015 to Present

Established and maintained files and administrative records. Established and maintained state and local business licensure by reporting annual gross receipts and submitting required documentation to appropriate agencies. financial management including live payroll, payroll reporting, billing, reconciliation, financial reporting, and assorted tax filings for an annual gross receipt in excess of $300,000.

Registered Nurse

Baptist Memorial Hospital for Women

January 2018 to July 2019

Admit and provide patient care to critical neonates born prematurely as well as full term. Support intake and provide feeding interventions when necessary. Monitor vitals, blood glucose levels, and other lab values and work closely with the in house physicians to provide immediate care when change in status occurs. Provide ongoing parental education as well as discharge instructions when necessary.

Cash Control Manager

Gameday Baseball - Memphis, TN

March 2012 to April 2015

Managed a staff of 5 supervisors and 30+ staff members. Responsible for cash and credit card receipts and deposit of concessions, admission and retail sales and financial reporting for each. Ensured adequate cash flow to facilitate tournaments with an average income of over $100,000.

Staff Accountant

Scott and Pohlman, CPAs - Memphis, TN

January 2005 to March 2010

Responsible for bank reconciliation, bookkeeping and live payroll. Prepared sales tax, payroll tax, business and income taxes, payroll and financial statements for 30+ (multi-state) clients on a monthly or quarterly basis.

Privacy Officer/Accountant
Administrative Consulting Services, Inc - Memphis, TN
November 2001 to October 2004

Development and enforcement of privacy practices according to HIPAA law.
Worked with claimants to help them understand policy allowances and disallowances.
Responsible for claim processing as a third-party administrator for Local 1529 United Food and Commercial Workers Union Health and Welfare Fund according to the policy guidelines. Issued checks for claim payment. Worked with programmers to beta-test electronic health claims system.
Responsible for all accounting including bank reconciliation for Health and Welfare Fund trust accounts equal to $1+ million per month.
Responsible for all appeals for health claimants of Health and Welfare Fund; researched each case, worked with medical director to determine medical necessity; presented each case to the Board of Directors for the Health and Welfare Fund to determine payment.
Also responsible for monthly COBRA notifications as required by law.

Education

Bachelor of Science in Nursing
Union University
December 2017

Bachelor of Science in Business/Accounting
Christian Brothers University

Nursing Licenses

RN

Skills

- ACCESS (2 years)
- EXCEL (10+ years)
- MICROSOFT EXCEL (10+ years)
- NRP (2 years)
- POWERPOINT (10+ years)
- Financial Management
- Financial Report Writing
- Tax Experience
- Bank Reconciliation

- Nursing

Certifications and Licenses

BLS for Healthcare Providers
January 2021

Additional Information

Skills
- BLS Certified
- NRP Provider
- Intermediate Spanish
- Proficient in Microsoft Excel, Word, PowerPoint, and Access
- CERT Trained