Melissa Smith, RN

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# profile

| Dedicated, motivated, and compassionate registered nurse. Detail-oriented with a friendly disposition and great love for providing healthcare. |
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# Experience

| October 2021- Present    August 2020- October 2021 | Agency Nurse, *SC Department of Juvenile Justice  Juvenile Detention Center*  LPN from September 2021 to May 2022 – RN from May 2022 to present. Administer and document patient medications and treatments as ordered by MD, NP, or RN. Arrange off-campus appointments, treatments, and procedures. Complete intake screenings and physicals, sick call assessment and treatment plans, vaccine administration, collect lab specimens via urine sample or venipuncture. Assists providers during clinic and participate in developing plans of care as appropriate. Maintain a safe and sanitary work environment.  Chief Operating Officer, *Aircor Refrigeration*  Assisted with business start-up. Create and maintain monthly budgeting and financial reports, creation of company policies, assist with recruiting employees, coordinate facility schedules, create inspection reports and deliver to customers. Successfully hired and trained my replacement and now provide support as needed. |
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| August 2018- April 2019 | Insurance Coordinator, *Truffles Vein Specialist*  Temporary position to assist managerial staff during relocation. Attain insurance approvals for vascular surgery, verify patient benefits, schedule patient procedures, and pre/post-operative appointments. |
| February 2015-April 2017 | Surgical Scheduling Coordinator, *Augusta University College of Dental Medicine, Oral & Maxillofacial Surgery*  Greet and register clients, offer information and assistance, schedule procedures, provide documentation to reinforce pre-operative instructions, complete post-operative documentation for Fort Gordon soldiers, and maintain confidentiality. |
| September 2011- July 2013 | Registration Receptionist, *Towson Orthopaedic Associates- Bel Air, MD*  Greet and register clients, coordinate office appointments, and post-operative physical and occupational therapy as ordered. Knowledge of insurance, referrals, and worker’s compensation. |
| August 2011-August 2011 | Triage Coordinator, *Carolina Honduras Health Foundation- Limon, Honduras*  Volunteer position on a medical mission trip. Document client’s stated complaints and reason for visit. Gather paperwork and records. Obtain blood pressure, heart rate, height, and weight. Document client’s stated complaints and reason for visit. Gather paperwork and records. |

# education

| **Midlands Technical College**, *West Columbia, SC* August 2021: Diploma in Practical Nursing April 2022: Associates in Nursing, RN |
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| **Clayton State University**, *Morrow, GA* December 2014: Bachelor’s degree in Organizational Management  **Maryland Fire and Rescue Institute**, *Baltimore, MD* May 2012: Certification Emergency Medical Technician-b |