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|  | **Kristi** **Jones**  joneskristi@live.com   |   (847) 909-1995  Roscoe, IL 61073 |

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| **Professional Summary** | Compassionate and dedicated Registered Nurse with over six years of experience in offering comprehensive patient care in acute care environments. Works well with diverse patient population and fosters trusting relationships to improve outcomes. Proven ability to remain calm under pressure and skillfully handle difficult patients and high-stress situations. Efficiently coordinates and communicates with healthcare professionals to provide safe care. Seeking a position in labor and delivery where I can continue providing compassionate and excellent patient care. |

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| **Work History** | Registered Nurse  |   Mercyhealth - Rockford, IL 09/2014 - Current   * **Nursing Roles:** * Over two years of experience as a medical-surgical registered nurse (2014-2016). * Over three years of experience as a labor and delivery registered nurse (2016-present), including triage and high-risk antepartum patients. Roles include precepting new staff, maternal transport and unit charge nurse. * **Nursing Tasks:** * Administered medications and treatment to patients and monitored responses while working with healthcare teams to adjust care plans. * Informed and educated patients and families on various topics, including labor, Cesarean delivery and high-risk antepartum diagnoses, enhancing long-term outcomes. * Delivered outstanding care to patients with various high-risk antepartum diagnoses and managed care from treatment initiation through to completion. * Monitored patient condition, including interpreting and tracing fetal heart rate patterns, identifying abnormal fetal tracings and updating team members on changes in stability or acuity. * Advocated for patients by communicating care preferences to practitioners, verifying that interventions met patient's goals and wishes. * Prepared patients for surgery; including Cesarean deliveries, cerclages, postpartum D&Cs, laceration repairs, etc. and educating patients and family members on these surgical procedures. * Implemented interventions, including medication and IV administration, catheter insertion and intrauterine resuscitation measures. * Accurately documented all elements of nursing assessment, including treatment, medications and IVs administered, discharge instructions and follow-up care. * Monitored patient reactions to drugs and carefully documented progress of individuals participating in clinical trials. * Managed care for post-operative patients from initial recovery through discharge or transfer to postpartum unit. * Observed and reported maternal and fetal conditions, progress and medication side effects to accurately document updates.   Administrative Assistant  |   Right At Home - Barrington, IL 06/2002 - 03/2012   * Managed office inventory by restocking supplies and placing purchase orders to maintain adequate stock levels. * Performed general office duties, including answering multi-line phones, routing calls and messages and greeting visitors. * Welcomed office visitors warmly and alerted staff to arrivals of scheduled appointments. * Coordinated bookkeeping activities in QuickBooks, including invoicing and accounts payable. * Processed invoices and expenses using QuickBooks. * Routed incoming calls and faxes and drafted detailed messages to expedite response. * Offered departmental administrative support. * Processed weekly staff payroll. |

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| **Education** | Walden University, Minneapolis, MN 01/2020  Bachelor of Science in Nursing: Nursing  William Fremd High School, Palatine, IL 06/2004  High School Diploma:  Rock Valley College, Rockford, IL 12/2013  Associate Degree in Nursing: Nursing  Hair Professionals Academy, West Dundee, IL 08/2005  Certification: Esthetics/skin Care |

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| **Certifications** | * First Aid/CPR Certified * STABLE * NRP * ACLS * Advanced Fetal Monitoring * Preceptor, maternal transport nurse and unit charge nurse |