**JESSIE GRANDADAM** js.grandadam@gmail.com • 815-830-8691

Hennepin, IL 61327

**NURSING GRADUATE MAY 2022**

Attentive and focused nursing student, set to graduate with an AAS in Nursing degree in May 2022. Trained in anatomy, physiology, nursing fundamentals, and medical terminology. Utilizes effective communication skills to bridge gaps between medical staff, families, and patients. Professional and ambitious, ready to provide an elevated level of patient care with a focus on supporting healing and recovery. Collaborative, efficiency-driven, and empathetic with a highly relatable approach.

**CORE COMPETENCIES**

* Patient Care
* Medication Administration
* Medical Terminology
* Privacy & Confidentiality
* Medical Records Management
* Patient Assistance
* Infection Control
* Vital Signs Monitoring
* Wound Care
* Staff Communication
* Patient & Family Advocacy
* Care Plan Management

**EDUCATION**

**Associate of Applied Science in Nursing | Expected 05/2022**

Illinois Valley Community College – Oglesby, IL

***Completed Courses Include***: Anatomy and Physiology, Microbiology, Holistic Nursing, Mental Health Nursing, and Pharmacology

***Clinical Rotations***:

Perry Hospital, Princeton, IL – Medical-Surgical , Fall 2020

OSF Saint Elizabeth Medical Center, Ottawa, IL – Mental Health, Spring 2021

St. Margaret’s, Spring Valley, IL – Medical-Surgical, Fall 2021

St. Margaret’s, Spring Valley, IL – Obstetrics, Fall 2021

Two additional Medical-Surgical rotations expected in Spring 2022

**Certified Nursing Assistant | 05/2019**

Illinois Valley Community College – Oglesby, IL

**Associate Degree in General Studies – Concentration in Business Administration | 05/2015**

Illinois Valley Community College – Oglesby, IL

**CAREER EXPERIENCE**

**Promier Products, Peru, IL  
Administrative Assistant** **03/2012 – 04/2018**

* Provides support for five sales representatives by answering multi-line phone system, processing customer payments, and arranging shipping services via FedEx and UPS.
* Generates reports and manages database information, adding, removing, and editing customer details as needed.
* Communicates clearly with both internal staff and external clients and vendors.
* Manages accounts payable and receivable processes accurately and within tight deadlines.
* Assists payroll with the collection of complete and correct documentation for independent contractor (1099) employees.

**CERTIFICATIONS**

**BLS (Basic Life Support) Certified** – Expires 07/2022

Illinois Valley Community Hospital

**REFERENCES**

Timothy Turczyn – Small Business Owner

200 W 5th St, Ste 115

Peru, IL

815-343-6000

Cody Grandadam - Small Business Owner / Real Estate Investor

PO Box 141

Mark, IL 61340

815-830-2802

Michael Savini - Investment Banking

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[North Aurora, IL 60542](https://www.google.com/maps/search/452+Hamilton+Lane+North+Aurora,+IL+60542?entry=gmail&source=g)

630-854-7718

Abby Zukowski - Day Spa Owner

[304 5th Street](https://www.google.com/maps/search/304+5th+Street+Peru,+IL+61354?entry=gmail&source=g)

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815-993-1557