

Leslie Wong

Anderson, SC 29621

leslie.m.wong@hotmail.com

+1 803 226 8844

Willing to relocate: Anywhere

Authorized to work in the US for any employer

Work Experience

Registered Nurse Manager

NHC Anderson - Anderson, SC

August 2021 to Present

As a Nurse Manager, I work with the interdisciplinary team to assure accurate patient assessment and plan of care, maintain open and ongoing communication with residents and their families, assure that appropriate nursing care is provided, assist with medications and treatments, supervise nursing partners, and perform other patient care duties as assigned.

Registered Nurse

All's Well Healthcare Service - Columbia, SC

January 2021 to August 2021

May-August: As a Staff Nurse in a family practice office, I assisted with treatments, administered vaccinations, performed phone triage, completed prescription refill requests, completed prior authorizations, processed referrals, and other duties as delegated by the providers.

January- April: As a Specimen Collector, I was responsible for verification of participants' information, collecting COVID-19 SARS-CoV-2 specimens, ensuring the integrity of the specimen, accompanying documentation, and collection by lab.

Registered Nurse

Kershaw Health Medical Center - Camden, SC

August 2019 to April 2021

October 2019-April 2021: As a Registered Nurse, I was responsible for coordinating nursing care and patient/family education for geriatric psychiatric patients through the use of the nursing process; maintain positive working relationships within my team, as well as other departments within the facility to provide optimal quality outcomes within the framework of professional nursing practice.

August 2019-October 2019: As a Nurse Technician, I obtained vital signs, assisted patients with basic needs, to include: feeding, bathing, shaving, changing clothes, bed making, skin care and bowel and bladder elimination.

Administrative Specialist

SC Department of Mental Health - Columbia, SC

March 2017 to July 2017

Greeted visitors, answered phone calls and directed callers to appropriate personnel, prepared new hire packets for processing personnel, assemble new hire personnel folders, maintain personnel files, reviewed employee performance reports for compliance, scan images to appropriate departments, prepare employee verification to be mailed out for prospective employees, assisted with new hire group processing, prepared and processed forms related to insurance and retirement, meet deadline as imposed by the Public Employee Benefit Authority (PEBA), Insurance Benefits, Employee Insurance Program (EIP) and SC Retirement Systems, assist with annual open enrollment, assist recruiting department by searching NEOGOV and schedule interviews with qualified applicants.

Administrative Assistant

Randstad - Columbia, SC

June 2015 to March 2017

Greeted visitors, answered phone calls and directed callers to appropriate personnel, prepared new hire packets for processing personnel, assemble new hire personnel folders, maintain personnel files, reviewed employee performance reports for compliance, scan images to appropriate departments, prepare employee verification to be mailed out for prospective employees, assisted with new hire group processing, prepared and processed forms related to insurance and retirement, meet deadline as imposed by the Public Employee Benefit Authority (PEBA), Insurance Benefits, Employee Insurance Program (EIP) and SC Retirement Systems, assist with annual open enrollment, assist recruiting department by searching NEOGOV and schedule interviews with qualified applicants.

Office Assistant

Apple One - Columbia, SC

June 2013 to September 2013

Collected rent payments, assisted walk-in prospective tenants, answered incoming calls regarding rental properties, delivered correspondence to residents onsite, scheduled maintenance appointments

Customer Service

Apple One - Columbia, SC

April 2011 to November 2011

Obtained pick-up and delivery information from dispatchers and drivers, accurately entered and verified data received from drivers, input data into multiple screens, answered incoming calls and inquiries from customers

Registered Dental Assistant

University of Texas Health Science Center San Antonio - San Antonio, TX

August 2008 to November 2010

Worked closely with 24 dental students and up to eight faculty members within the dental clinic, provided chairside assistance, maintained stock and clinical inventory, sterilized and gave routine care for clinical instruments, set up sterile trays for procedures, retrieved patients from waiting room and set up patient in operatory cubicle

Loan Service Representative

Wachovia Bank/Wells Fargo - San Antonio, TX

June 2006 to April 2008

Processed modifications to mortgages, accurately keyed data, trained new employees, and verified various workflows, completed annual training on Federal Regulations, consistently exceeded company and department productivity and quality expectations

Loan Service Representative

Aerotek - San Antonio, TX

March 2006 to June 2006

Processed modifications to mortgages, accurately keyed data, trained new employees, and verified various workflows, completed annual training on Federal Regulations, consistently exceeded company and department productivity and quality expectations

Data Entry Clerk

Coastal Transport - San Antonio, TX

February 2006 to March 2006

Accurately entered data provided by staff for payroll and assisted with the calculating and balancing of the drivers' pay

Leading Edge Personnel, San Antonio, TX

Data Entry Clerk

Today's Staffing - San Antonio, TX

September 2005 to February 2006

Data Entry Clerk

JPMorgan Chase - San Antonio, TX

November 2004 to July 2005

Customer Service Representative

Internal Revenue Service (IRS) - San Antonio, TX

December 2003 to November 2004

Data Transcriber

Internal Revenue Service (IRS) - San Antonio, TX

November 2001 to May 2002

Customer Service Representative

Customer Service Representative

November 1999 to October 2001

Answered inbound calls from cell phone customers, provided exceptional and efficient customer service, provided customers with information (411), listened remotely to calls to provide coaching and developing to team members, compiled weekly team statistics, provided suggestions and feedback during weekly team lead meetings

Education

Associate Degree of Nursing in Nursing

Central Carolina Technical College

August 2016 to August 2019

Associate of Arts

Midlands Technical College - Columbia, SC

August 2012 to May 2015

Diploma

John Marshall High School - San Antonio, TX

August 1992 to May 1996

Nursing Licenses

RN

Expires: April 2024

State: SC

Skills

- Dental Assisting
- Medication administration
- Computer literacy
- Nursing

Certifications and Licenses

BLS for Healthcare Providers**CPR Certification****ACLS Certification****Compact State Nurse License**