

# Adrian Hughes

385 Sunnyside Circle Unit F  
Grand Junction, CO 81504  
979-255-5676  
tombraidercroft2015@gmail.com

## OBJECTIVES

My objective is to obtain a position as a team member in a people-oriented organization where I can maximize my experience and full potential in a challenging environment to reach the company's goals by utilizing my skills effectively.

## EDUCATION

### **Temple College**

**Temple, TX 76502**

June 2012 to May 2013

Nursing Degree, Licensed Vocational Nurse

Sell Smart Class Certificate 2019

Metrc Training Class Certificate 2019

## EXPERIENCE

### **Magnified Nursing and Rehab**

**Aug 2013-March 2016**

#### **Charge Nurse Position**

Responsibilities include, but are not limited to, daily care of patients; medication administration; recording vital signs; giving injections; recording lab results; collaborating with physicians regarding patient care and physician orders; taking and transcribing physician orders over the phone or verbally; wound care; helping with patient's activities of daily living; taking and giving report before and after shifts; recognizing new signs and symptoms and changes in the patient and reporting changes to the physician in a timely manner; using proper nursing judgement in emergency situations; maintaining medical charting; providing excellent customer service to the patient; patient's family, and fellow employees; providing clinical care to the patient; carrying out physician's orders; providing shift meetings with nurses and CNAs to collaborate patient care.

#### **Department Head Position**

**Medical Records Director, LVN**

**Health Information Technician**

Responsibilities include, but are not limited to, compiling, processing, and maintaining medical records in a manner consistent with regulatory requirements of the health care system; process admissions and discharges; protect security of patient information; enter physician orders daily to generate the medication administration record and treatment administration record; retrieve files for ADR, RAC, law firms, and other medical record requests in a timely manner; obtain physician order signatures from the various physician offices in a timely manner; maintain patient charts with the thinning and filing process; collaborate with physicians to clarify orders and pharmacy recommendations based on medical records audits; audit charts, physician orders, and medical records every month and as needed; education provided to fellow nurses regarding physician orders and medications; management and leadership to fellow nurses and staff; ensure medications transcribed correctly with the six rights of medication administration present; attend morning meetings to collaborate with interdisciplinary team regarding patient information, requests, and care; order necessary supplies for the department; maintain professional and courteous customer service when fulfilling requests and answering the phone for various needs.

### **Charge Nurse Position (on-call)**

Responsibilities include, but are not limited to, rotating on an on-call schedule to ensure resident safety and care by providing nursing abilities as needed during staffing shortages; leadership and management skills while providing coverage; responsibility to remain available during on-call hours to ensure an accelerated response to any and every crisis at hand; providing professional customer service in every situation required to ensure proper care of patients and patient's families.

Reason for leaving was relocated to Temple, TX for family reasons.

### **Epic Health Services**

#### **March 2016-June 2016**

Responsibilities include, but are not limited to, daily care of special needs patient, including recording vital signs, medication administration, recording lab results, collaborating with primary caregiver and physicians, wound care, intermittent urinary catheters using aseptic technique, assisting patient with activities of daily living, taking and giving report before and after shift, indwelling catheter care using aseptic technique, care and maintenance of G-Button, monitoring and administering continuous feed, recognizing and reporting new signs and symptoms in the patient, using proper nursing judgment in emergency situations, maintaining medical charting and respecting patient's privacy, providing excellent customer service to the patient, patient's family, and fellow employees.

Reason for leaving was patient aged out and Epic Health care only covered pediatrics, the patient family valued my care and requested that I move with them to a different home health care agency (Family Care Home Health).

### **Family Care Home Health**

#### **June 2016- January 2018**

Responsibilities include, but are not limited to, daily care of special needs patient, including recording vital signs, medication administration, recording lab results, collaborating with primary caregiver and physicians, wound care, intermittent urinary catheters using aseptic technique, assisting patient with activities of daily living, taking and giving report before and after shift, indwelling catheter care using aseptic technique, care and maintenance of G-Button, monitoring and administering continuous feed, recognizing and reporting new signs and symptoms in the patient, using proper nursing judgment in emergency situations, maintaining medical charting and respecting patient's privacy, providing excellent customer service to the patient, patient's family, and fellow employees.

Reason for leaving was my family and I moved to Colorado.

### **Courtyard Care Center FHW**

**March 2018- October 2018**

#### **Charge Nurse Position**

Responsibilities include, but are not limited to, daily care of patients; medication administration; recording vital signs; giving injections; recording lab results; collaborating with physicians regarding patient care and physician orders; taking and transcribing physician orders over the phone or verbally; wound care; helping with patient's activities of daily living; taking and giving report before and after shifts; recognizing new signs and symptoms and changes in the patient and reporting changes to the physician in a timely manner; using proper nursing judgement in emergency situations; maintaining medical charting; providing excellent customer service to the patient; patient's family, and fellow employees; providing clinical care to the patient; carrying out physician's orders; providing shift meetings with nurses and CNAs to collaborate patient care.

Reason for leaving was the nursing home closed down, and they moved the patients to different facilities dissolving the need for nurses.

### **Kush Gardens**

**October 2018 - April 2020**

#### **Store Manager Position**

Responsibilities include, but are not limited to, store operations including opening and closing the store. Securing the perimeter, compliance operations, customer service, driving sales, advertising on social media, updating the website and live inventory, receiving and processing deliveries, managing and assisting personnel, assisting in interviews, personnel decision making, keeping the store maintained and cleaned, ordering supplies, daily inventory counts, bud weight counts, budtending, working check-in, knowing and understanding MED rules and regulations, ensuring compliance packaging and seed to sell standard operating procedures, creating standard operating procedures, creating forms used daily, updating the menus and strain spotlight, maintaining a high standard of excellence, creating work logs, check lists, maintaining the weekly schedule for employees, managing time off requests, availability, and shift changes, maintaining and organizing a filing system, data entry, using google drive document and excel, completing monthly tasks, end of the month processes, maintaining

compliant store signage in the store, creating a friendly environment for customers, handling disgruntled customers and employees, keeping the customer satisfied and maintaining compliance at the same time, arming and disarming security alarms, knowledge of NVR and camera system, METRC user knowledge, Adilas User knowledge, knowledge in system errors and computer failures, handling phone calls and customer questions and concerns, voiding invoices, completing drops, safe counts, shift changes, counting drawers, discovering discrepancies, investigating discrepancies, ensuring standard operating procedures enforced to run a smooth and operational business

## **PCM Staffing**

### **October 2020 - Current**

#### **Travel Nurse**

Responsibilities include, but are not limited to, daily care of patients; medication administration; recording vital signs; giving injections; recording lab results; collaborating with physicians regarding patient care and physician orders; taking and transcribing physician orders over the phone or verbally; wound care; helping with patient's activities of daily living; taking and giving report before and after shifts; recognizing new signs and symptoms and changes in the patient and reporting changes to the physician in a timely manner; using proper nursing judgement in emergency situations; maintaining medical charting; providing excellent customer service to the patient; patient's family, and fellow employees; providing clinical care to the patient; carrying out physician's orders

## **REFERENCES**

Susie Barrios, LVN	(832) 773-4714
Tawnya Garrett	(801) 577-2358
Crystal Bedow	(970) 852-9163
Brandon Dyer	(970) 250-1974

## **OTHER EXPERIENCE**

Before becoming a nurse, I had obtained positions in retail, and even won a positive rebuttal award. I am a very fast learner. I am diligent at completing the task at hand in a timely and assiduous manner. I love working with people and providing excellent customer service. I am an efficient multitasker capable of completing many jobs simultaneously. I am willing to learn new things and have a very caring and determined attitude to accomplish what is needed in any job or situation. If given the opportunity to work at your company, I can assure you that I will not disappoint. I am open for any position and am able to start right away. Thank you so much for the opportunity.