

CHELSEA CHESTER

1576 OLD CHISOLM TRAIL

DANDRIDGE, TN 37725

Dear Hiring Manager,

I am writing this letter in response to the registered nurse position listed. I inquired about this position through a recruiting agency. I am a registered nurse with cardiothoracic and emergency room experience. I am seeking a position in a positive driven environment with an opportunity to grow with new experiences.

I am particularly interested in this position because I enjoy working in a moderate or fast paced, acute care environment. If given the opportunity to fill this position, I will strive to provide individualized nursing care in a safe and competent manner with strong prioritization skills. My background includes cardiothoracic care, emergency room care, medical surgical care, pediatric care, and step-down care. I am BLS, ACLS, PALS, NIHHS and HIPAA certified. My skills encompass the ability to work in high-stress environments, multi-tasking, strong communication, team-oriented, and self-directed skills. With my education and skills, I feel that I can exceed your expectations in the position listed.

Thank you for your consideration in reviewing my cover letter and resume. I would welcome an opportunity to meet with you to discuss my qualifications and candidacy in further detail.

Sincerely, Chelsea Chester

CHELSEA CHESTER

ADDRESS: 1576 OLD CHISOLM TRAIL
DANDRIDGE, TN 37725
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OBJECTIVE

To provide compassionate and professional patient-centered care to a community-based hospital or medical facility by encompassing organization, prioritization, and full commitment to follow company policies and regulations.

EDUCATION

ASSOCIATE OF APPLIED SCIENCE IN NURSING | MOUNTAIN EMPIRE COMMUNITY COLLEGE

August 2017 – May 2019

3.28 GPA, Good Standing, Merit List, Perfect Attendance. Courses completed: Psychiatric Nursing, Intro to Second Level Nursing, Principals of Pharmacology 3, Nursing skills, Nursing Principle and Concepts 1 & 2, Principals of Pharmacology 1 & 2, Health Assessment, Geriatric Nursing, Anatomy/Physiology 1 & 2. Courses Attending: Acute Medical Surgical Nursing 2, Principals of Pharmacology 4, Maternal/Newborn Nursing, Dimensions of Professional Nursing

CAREER STUDIES CERTIFICATE | MOUNTAIN EMPIRE COMMUNITY COLLEGE

August 2017-May 2018

Health Sciences, Transfer Credit from Virginia Highlands Community College applied towards program. Courses Completed: College Composition 1 & 2, Life Span, Orientation to Education, Medical Terminology 1 & 2, Religion of World, Human Anatomy and Physiology 1 & 2, Information Literacy, Math Allied Health

MEDICAL BILLING AND CODING | FORTIS ONLINE INSTITUTE

July 2012 – February 2014

3.82 Cumulative GPA, Deans List. Courses Completed: English Composition, Intro to Healthcare Field, Medical Terminology, Fundamentals of Anatomy and Physiology, Automated Medical Office, Medical Office Procedures, Business Communicates, General Psychology, Insurance Billing and Coding 1 & 2, HIPAA Overview, Professional and Career Development, and Critical Thinking

CLINICAL EXPERIENCE

NURSE EXTERN | PIKEVILLE MEDICAL CENTER

August 2018-August 2019

Responsible for patients under supervision of preceptor registered nurses planning and providing bedside care, treatment, and clinical documentation for patients on cardiac, critical intensive care units, medical-surgical, and emergency room units. Assist with medication administration, blood glucose testing, dressing changes, IVs and all other aspects of nursing care. Currently participate on an interdisciplinary team working 12-hour shifts.

CAPSTONE ASSIGNMENT PRECEPTING | NORTON COMMUNITY HOSPITAL EMERGENCY DEPARTMENT

January 2019

Responsible for patients under supervision of registered nurse planning and providing bedside care, treatment, and clinical documentation for patients in emergency department unit. Assisting registered nurse with medication administration, IV insertions, wound care, vital signs, transferring patients, and all other aspects of nursing care. Currently participating on an interdisciplinary team.

WORK EXPERIENCE

MEDICAL-SURGICAL NURSE | WHITESBURG ARH WHITESBURG KENTUCKY

January 4th, 2022 – September 3rd, 2022

- Work directly with patients before and after they complete a surgical procedure to ensure they receive necessary medical attention
- Change dressings, insert catheters, and start IV's
- Collaborate on discharge planning with the healthcare team
- Manage the care of infants, toddlers, preschool, school age, and adolescent patients experiencing general medical conditions or surgical procedures
- Assist patients with healing and recovery after surgery by closely monitoring and caring for wounds, answering questions, and educating about continued care strategies
- Staff development and precepting
- Patient satisfaction and Process Improvement
- Professional bedside manner
- Neurology awareness, assessment, and treatment
- Gastro-enteral nutrition and education
- SBAR communication
- Trained and mentored new RNs on best practices, hospital policies and standards of care

December 4th -January 4th: Actively seeking job opportunities with recruiting agency

PROGRESSIVE CARE NURSE | MISSION HOPITAL ASHEVILLE NORTH CAROLINA

October 3rd, 2021 – December 4th, 2021

- Quickly and accurately assess patient care needs
- Acts as next stage care for patients transferred from ICU
- Provide specialized care with a focus on rehabilitation
- Administering IV drips, providing post operative wound care
- Evaluate and monitor patients to determine their healing progression
- Prepare medical equipment and assist doctors with bedside procedures

September 17th-October 3rd: Actively seeking job opportunities with recruiting agency

EMERGENCY ROOM REGISTERED NURSE | JEFFERSON MEMORIAL HOSPITAL TENNESSEE

October 19th, 2020-September 17th, 2021

- Triage incoming patients based on level of acuity
- Quickly and accurately assess patient care needs
- Immediately stabilize incoming patients
- Work collaboratively with doctors and staff to provide exceptional care
- Diagnose and develop treatment plans collaboratively with doctors and staff
- Manage multiple cases simultaneously, prioritizing needs continually
- Work at maximum efficiency without compromising quality of care
- Act in a composed and professional manner, especially under pressure
- Adequately assessing and assisting behavioral health professionals in the evaluation of psychiatric behavioral patients
- Providing a safe environment for behavioral health patients before and during the evaluation and acceptance process to other facilities

October 7th- October 19th: Moved from Virginia to Tennessee while preparing for new career

CTVU STAFF REGISTERED NURSE | PIKEVILLE MEDICAL CENTER

August 18th, 2019– October 7th, 2020

- Provides direct patient care, evaluates outcomes, consults with other specialists as required and adjusts nursing care processes to ensure optimal patient care as indicated.
- Performs a head-to-toe assessment on all patients and re-assessments as per policy.
- Assist in the treatment of cardiovascular, pulmonary, and circulatory system
- Work in pre- and post-operative care as part of a surgical unit, evaluate stress tests, perform cardiac and vascular monitoring, and other health assessments
- Acute care of open-heart patients as a step-down unit, titration of cardiac drips, and preparation for CABG patients.
- Electrocardiogram monitoring, cardiac rehabilitation training, defibrillation and medication administration by continuous intravenous drip.
- Provides individualized, age-specific care that supports hemostatic regulation, hemodynamic monitoring and physiologic functioning.
- Maintains accurate and continued nursing documentation including patient histories, conditions, treatments, responses, and assessment of changes.

August 2016-August 2019: Completed undergraduate degree and associate degree for nursing

PARTICIPANT SERVICE REPRESENTATIVE | SERCO INCORPORATED

January 2nd, 2015– August 1st, 2016

- Answering inbound calls
- Aiding participants
- Ensuring quality and accuracy
- Mentoring new employees

October 30th-January 2nd: Actively seeking job opportunities

INTAKE SPECIALIST | IN HOME CARE INC.

March 30th, 2014-October 30th, 2014

- Verifying insurance
- Collecting patient data
- Creating and sending certificates of medical necessity
- Auditing patient charts
- Assisting customers with medical equipment
- Coding diagnosis

CLERICAL ASSISTANT | INDEPENDENT HOME HEALTH CARE

November 1st, 2012-March 29th, 2014

- Answering inbound phone calls
- Making referrals
- Billing and Coding

CERTIFICATIONS/LICENSURE

- Registered Nurse
- 320 hours clinical experience
- HIPAA certification
- BLS provider-CPR
- ACLS/PALS
- Mandated reporter continuing education
- Culturally competent nursing care
- NIPIT

- FEMA continuing education

- CDC advanced care planning modules

SKILLS

- Ability to work in high stress situations
- Multi-tasking
- Organization
- Prioritization
- Customer service
- Strong communication
- Time management
- Computer skills including Microsoft Excel and various charting systems
- Teamwork
- Relates to people from a variety of different backgrounds
- Possesses special sensitivity meeting diverse needs in varied situations
- Strong assessment skills

REFERENCES

Name	Title	Phone	Email
Jequita Moore	ACLS, BLS, PALS Instructor	276-393-2495	nursejequita@yahoo.com
Jennifer Kinser	ER Nurse Manager	865-696-7690	jkinser@tennova.com
Kathy Lucas	Nurse Manager	606-335-1284	klucas@arh.org
Sheila Buniff	House Supervisor	865-604-2828	sbuniff@tennova.com