

Shelby Waltrip

Registered Nurse, RN

Decatur, IL 62526

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Currently working full time, only considering PRN RN positions.

Authorized to work in the US for any employer

Work Experience

Registered Nurse, Urgent Care

Memorial Health - Decatur, IL

September 2022 to Present

Urgent Care RN

Registered Nurse, Intensive Care Unit

Hshs St Mary Hospital - Decatur, IL

February 2022 to September 2022

ICU RN

ICU Nurse Technician (CNA)

Hshs St Mary Hospital - Decatur, IL

March 2021 to February 2022

Certified Nurse Assistant in the Intensive Care Unit (ICU)

Summer Intensive Care Unit Nurse Internship

Hshs St Mary Hospital

June 2021 to August 2021

Physician and Advanced Practice Recruiter

Cross Country Search - Decatur, IL

June 2017 to February 2021

- Responsible for recruiting, screening, interviewing, and placing physicians into permanent healthcare positions throughout the US
- Responsible for finding candidates for permanent assignments via job boards, Indeed, LinkedIn, email campaigns, online advertisements with major healthcare societies, SEO, effective Boolean searches, utilizing google alerts, networking, cold calling, and other targeted sourcing strategies

Research Associate and Marketing

Cross Country Search - Remote

September 2016 to June 2017

- Served as direct point of contact for all marketing (print and online) for Cejka Search
- Managed all email campaigns & email reputations using platforms SendGrid and Sales Force (Exact Target)

- Responsible for managing departmental expense reports
- Maintained internal and external vendor relationships
- Organized events and maintained contact with residency/fellowship program directors.
- Generated multiple successful marketing systems personalized to each client.
- Generated weekly newsletter, including all formatting and graphic design.

Customer Service Specialist

CORPORATION SERVICE COMPANY - Springfield, IL
October 2013 to September 2016

- Logged multiple hours in data entry, correcting data and maintaining databases
- Provided excellent customer service to internal and external customers
- Recorded data entry of client confidential information, fulfilling client orders, research and analysis of legal documents
- Maintained customer confidential documents, electronic filing and retrieval of documents
- Worked closely with IT to manage the company's XML feeds

Sales Lead

BABIES R US - Springfield, IL
March 2012 to January 2014

- Worked in high-pressure situations while positively engaging customers
- Cross-selling of merchandise, promoting the rewards program, and credit cards
- Utilized company selling approaches to create an enriched customer experience
- Worked successfully in a team environment with shared responsibilities
- Maintained a well-stocked and neat store appearance, keeping track of money in the cash register, counting money in the cash office, making cash pulls and cash drops. Managed more than \$1,500 per shift

Administrative Assistant

BLACKBURN COLLEGE - Carlinville, IL
August 2010 to May 2012

- Organized events, fundraised, tutored students, established schedules, and organized weekly meetings for departments
- Created weekly reports, maintained confidentiality agreements
- Produced an online monthly magazine for the Spanish Department, including all formatting and graphic design.

Merchandise and Customer Assistant and Footwear Associate

SEARS - Forsyth, IL
April 2008 to April 2012

- Providing excellent customer service and working in a fast-paced environment
- Assisting customers on the sales floor
- Responsible for maintaining the footwear department
- Cross-selling of merchandise, promoting the rewards program, and credit cards
- Maintain the upkeep of the sales floor including putting away new merchandise
- Served as a jewelry counter associate, knowing the combination to the jewelry safe, footwear associate for closed sale department, assisting customers with their footwear purchases, and setting up weekly ads for the store

Education

Associate's degree in Nursing

Richland Community College - Decatur, IL

January 2019 to December 2021

Bachelor's in History

BLACKBURN COLLEGE - Carlinville, IL

2009 to 2013

High School Diploma

DOUGLAS MACARTHUR HIGH SCHOOL - Decatur, IL

2005 to 2009

Nursing Licenses

RN

State: IL

Skills

- Excel (10+ years)
- Microsoft Office (10+ years)
- Outlook (10+ years)
- Salesforce (3 years)
- Sendgrid (3 years)
- Applicant Tracking System (5 years)
- Customer Service (10+ years)
- Customer Relationship Management (10+ years)
- Account Management (10+ years)
- Sourcing (3 years)
- Vendor Management (5 years)
- Vendor Relations (5 years)
- Boolean (10+ years)
- Research (10+ years)
- Talent Acquisition (3 years)
- Talent Management (3 years)
- Recruiting (3 years)
- Recruitment (3 years)
- Boolean Research (10+ years)
- Cold Calling (10+ years)
- LinkedIn (4 years)
- ICU Experience

- Certified Nurse Assistant
- Critical Care Experience
- Search Engine Optimization (SEO)
- Project Management
- Performance Management
- Nursing

Awards

Employee of the Quarter

August 2015

Rookie of the year

January 2018

Employee of the month

April 2013

Certifications and Licenses

Certified Nursing Assistant (CNA)

December 2019 to Present

Basic Life Support (BLS)

Advanced Cardiovascular Life Support (ACLS)

Additional Information

Willing to work flexible schedules

Willing to travel to accommodate client's needs