

**KIMBERLY DANIELLE MANUEL**

2160 FOREST HILLS BLVD  
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**PROFESSIONAL OBJECTIVE**

Versatile and dependable professional with strong organizational and leadership skills. Seeking a RN position with your company.

**EDUCATION**

ASN (Associate of Science in Nursing) Northwestern School of Nursing, August 2012-December 2014  
Bossier Parish Community College, General Studies, August 2010-May 2012  
American School of Business, 1998, Certified, Medical Office Specialist  
Shelby State Community College - General Studies, January 1996-May 1996  
Graduated, Southwood High School 1991-1995

CPR and ACLS Certified

**PROFESSIONAL STUDENT ORGANIZATIONS**

Student Government Association (SGA)  
Student Nurses Association (SNA)

**COMMUNITY SERVICE**

Harvest Hands - prepped and served food to the homeless

The Hub - Organized clothes and the food pantry. Helped people purchase goods from the pantry.

Providence House - assisted in organizing the warehouse

**EXPERIENCE****Eye Surgery Center, Shreveport, La  
Circulating Nurse****February 2017-current**

- Draw up drugs daily for cases
- Check and review chart for consents, H&P, labs, and procedure
- Set up room accordingly depending on doctor and procedure being performed
- Circulate OR and retrieve anything needed during case
- Pull and order lenses for upcoming cases
- Order supplies for upcoming cases
- Post-op and pre-op calls and answering any questions the patient may have
- Chart reviews to fix any missed documentation for entire surgery center
- Clean and turnover room for next case
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**SHREVEPORT SPECIALIST HOSPITAL, Shreveport, La  
Circulating Nurse****June 2016-February 2017**

- Check and review chart for consents, H&P, labs, EKG, and procedure
- Pull drugs accordingly to the procedure being performed
- Set up room accordingly depending on doctor and procedure being performed
- Circulate OR and retrieve anything needed during case
- Pull cases for the next day and put cases and instruments on the cart for upcoming procedures
- Assist in sterile processing on days they need extra help

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- Clean and turnover room for next case

**WALL SURGERY CENTER, Shreveport, LA  
PACU NURSE**

**January 2015-June 2016**

- Conduct pre-op surgery for patients by reviewing charts, checking history, reviewing meds, monitoring vitals, starting IV's, and administering medications. Relief nurse to Operating room nurses
- In charge of stocking warmers with fluids and assisting with turnover of operating rooms between cases.
- Assist with recovery patients by monitoring vitals, giving IM medications, and reviewing post-op care with patient and family members.
- Responsible for surgery post-op calls, reviewing medications with patient, and answering questions.

**ARKLATEX ORAL SURGERY, Shreveport, LA  
Surgical Assistant**

**July 2006-December 2013**

- Supervised and administered daily patient needs and surgery functions including administering patient medication through IV's, monitored patient blood pressure and vitals, and sterilized instruments
- Verified insurance, ordered supplies for surgery, posted charges and assisted insurance billing department

**Stay at home mom**, (relocated with husband's job to Fort Wayne, IN)

**2004-2006**

**HIGHLAND CLINIC, Shreveport, LA  
Accounting Clerk/Receptionist**

**March 1999-December 2003**

- Supervised multiple offices during tenure, with over 6 physicians per office
- Oversaw patient records and provided exceptional customer service
- Implemented and maintained a record management process that provided better organization to retrieve patient data, follow up on patient requests and provide timely patient specific information for physician
  - o Organized medical records by providing the following:
    - Processed Prescription Drug, daily patient and client billings
    - Handled daily closeouts and deposits
    - Managed and administered insurance claims working closely with patients and insurance companies to ensure all government guidelines were followed

**WILLIS KNIGHTON HOSPITAL, Shreveport LA  
Receptionist**

**March 1998-March 1999**

- Provided excellent customer services through client/patient relations
- Worked as floating receptionist, scheduled between 3 area hospitals and 7 key physician clinics
- Worked closely with Accounts Payable and Receivable
- Processed insurance verifications using ICD9 codes