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| Kimberly keller214-681-4806[KPC419@YAHOO.COM](mailto:KPC419@YAHOO.COM)115 SUMAC DR. WAXAHACHIE, TX 75165 References available upon request.   |  | | --- | | eDUCATION Associates Degree Nursing | May 2018 | Navarro College | GPA: 3.179  Associates of Arts: General Studies | May 2006 | Navarro College | Deans List | | CERTIFICATIONS AHA BLS/CPR | Expires May 2020 | | |  | | --- | | OBJECTIVE I’m an ADN Graduate Nurse that is seeking to use learned skills and knowledge to assist a prestigious hospital in a nursing role and provide patient centered care. cLINICAL EXPERIENCE AND SKILLS Medical Surgical- Charlton Methodist, Dallas, TX – Fall 2017 / Spring 2018  ED- Charlton Methodist, Dallas, TX – Fall 2017  Pre-Op Day Surgery – Charlton Methodist, Dallas, TX- Spring 2018  Cardiac Cath Lab- Charlton Methodist, Dallas, TX- Spring 2018  Wound Care- Charlton Methodist, Dallas, TX- Spring 2018  ED preceptorship- Baylor Scott and White, Waxahachie, TX- Fall 2017  Medical Surgical- Baylor Scott and White, Waxahachie, TX- Spring 2017  Perioperative- Baylor Scott and White, Waxahachie, TX- Spring 2017  Wound Care- Baylor Scott and White, Waxahachie, TX- Spring 2017  Psychiatric- Terrell State Hospital, Terrell, TX – Spring 2017 / Spring 2018  Long Term Care Facility- Heritage Oaks West, Corsicana, TX- Fall 2016 / Spring 2017  Long Term Care Facility- Ennis Care Center, Ennis, TX – Fall 2017 / Spring 2018  School Nurse - Dorie Miller Intermediate School, Ennis, TX- Spring 2018  Completed skills check offs on: Medication administration, IV insertion/removal, Vital Signs, Foley insertion/removal, Wound care, NG tube insertion/removal, Colostomy care, Physical assessments, & Trach care. | | EXPERIENCE Utility Billing Clerk | City of Ferris, Ferris, TX | Aug. 2015 – Aug. 2016  Ensured timely reconciliation of accounts related to billing; handled customer disputes and water shut-offs for delinquent accounts; responsible for utility billing software and meter reading.  Seasonal Volunteer Coordinator | Dallas Athletes Racing, Dallas, TX | Mar. 2015- Aug. 2015  Managed volunteers for themed race events including recruiting and constant communication with volunteers; Consulted with non-profit management and leadership to identify trends that can help define PR decisions and strategies.  Pawn Broker | Dallas Pawn and Jewelry, Waxahachie, TX | Oct. 2011- Aug. 2016  Managed all aspects of front-office customer service, including sales, coordinating loans, negotiating prices, appraising merchandise; coordinated back office by managing a customer database, compiling sales reports and training new employees. | |  | |