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| Cheyenne Ervin  15635 Gatsby Ln Dallas, Texas, 75253 · 469-491-9494  cde1002@gmail.com |
| PROFESSIONAL SUMMARY  Patient-focused Registered Nurse excited to take the next step by beginning a nursing career. Expert in all aspects of patient care and successful in delegating assignments based on patients' need and staff skills. Committed to delivering the highest quality of care when working as member of multidisciplinary care teams. |

# Experience

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| Hampton Inn, Mobile, ALFront Desk Clerk, May 2010 – Mar 2015  * Operate telephone switchboard to answer, screen, or forward calls, providing information, taking messages, or scheduling appointments. * Greet persons entering establishment, determine nature and purpose of visit, and direct or escort them to specific destinations. * Greet visitors or callers and handle their inquiries or direct them to the appropriate persons according to their needs. * Operate office equipment such as fax machines, copiers, and phone systems, and use computers for spreadsheet, word processing, database management, and other applications  Battle house hotel, MOBILE, ALFront Office Supervisor, Mar 2015 – Jul 2018  * Held responsible for the successful operations of our resort daily along with the training and development of all front office associates * Achieved quality results by leading front office agents through training, communication, and empowerment. * Resolved guest issues and completed special requests to ensure the satisfaction of the guests. * Provided a refreshing escape from everyday life to create unforgettable memories for every guest entering our Hotel through professional, warm, and personalized customer care.   **mobile infirmary, MOBILE, AL**  STUDENT NURSING ASSISTANT, MAR 2017 – NOV 2018   * Provided one-on-one service to patients in a hospital facility * Took and recorded vital signs such as temperature, blood pressure, pulse and respiration rates, and blood sugar. * Cared for individuals with dementia, Alzheimer's disease, physical disability, those undergoing post-operative recovery and convalescents. * Monitored patients' intake of oral medications as directed by physician or nurse, and made notation of time and amount given. Cleaned rooms, changed bed linens, and attended to patients' comfort and cleanliness |

# Education

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| Blount High School, Mobile AL *High School Diploma, May 2010* University Of South Alabama, Mobile AL *2010-2014* Virginia College, Montgomery AL *ADN Nursing Graduate , Sep 2018* |

# Skills/Licenses

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| * Current Alabama State RN licensure with State Board of Nurse Examiners * Pending Application for Texas State RN endorsement licensure with State Board of Nurse Examiners * BLS Certified | * Great interpersonal skills. * Exceptional communicator * Strategic decision-making |