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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 RN | Expires April 2019 |  AHA BLS/CPR | Expires May 2020  AHA ACLS | Expires March 2021 | | |  | | --- | | OBJECTIVE I’m a patient-focused and empathic Registered Nurse bringing attention to detail and time management skills. I am seeing an entry level position with opportunity for advancement. My objective is to provide quality healthcare and use my practical skills and knowledge to assist a prestigious hospital in a nursing role and provide patient centered care. | | EXPERIENCE RN | Legend Oaks Healthcare & Rehabilitation, Waxahachie, TX | Jul. 2018 – Current  Provided patient care to both rehabilitation and long term care patients. Performed physical assessments, administered medications (oral, IV, and G-Tube), provided wound care, tracked lab values and reported to physician when appropriate. Effectively prioritized tasks.  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. | |  | |