**Octavia Shorter**

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**Objective** Deeply committed to providing safe exceptional health care to

patients through a Registered Nurse position at Crescent Medical Center.

**Education**

Bachelor Science of Nursing - GPA 3.0 1/16 -12/18

University of Texas at Arlington

Associate of Science - GPA 3.8 8/08 -12/09

Mountain View College

**Clinical Experience – 600+ clinical hours**

* Performed head-to-toe assessments including cardiovascular, neurologic, post-partum, newborn, respiratory, gastrointestinal, IV site, PICC line, NG tube, urinary catheter, G tube, chest tube, and ostomies.
* Educated patients and their families on disease processes, medication adherence and pain management techniques, as well as discharge instructions.
* Followed aseptic procedures and provided care in accordance with universal precautions.
* Administered oral, intramuscular and subcutaneous medications
* Cared for prenatal and postpartum patients and their newborns and evaluated fetal monitoring strips.
* Inserted & discontinued urinary catheters, successfully started IV’s & drawn blood
* Set up piggy backs and IV pumps as well as performing appropriate medical calculations when necessary
* Worked effectively with nurse preceptor and performed accurate charting procedures while carefully following HIPPA regulations

**Certification/Awards/Organization**

* RN License - Texas Board of Nursing
* CPR/BLS Provider Certification - American Heart Association
* Phi Theta Kappa Academic Honor Society
* Student Nursing Association

-Social Committee

**Professional Experience**

***Olive’s Lil’ Angels Learning Center***

Cedar Hill, TX

*Teacher Assistant* 6/19 - present

* Responsible for keeping log of children’s daily activities
* Greet, inform & answer parents questions/concerns
* Serve meals according to child’s feeding schedule
* Clean & sanitize classroom
* Ensure child’s safety at all times
* Assist in teaching daily lesson plans

***Dental Delite of Duncanville*** Duncanville, TX

5/14 -2/15

*Receptionist*

* Responsible for outgoing and incoming lab cases
* Communicated directly with Dr.
* Entered & presented treatment plans to patients
* Managed waiting room & ensured patient comfort
* Accurately maintained patient records
* Insurance Verification & Claims follow-up
* Answered over 75 calls daily on multi-line phone
* Scheduled appointments for over 700 patients
* Complete new patient files and update information for existing patients
* Open & closing of office

***Baylor College of Dentistry*** Dallas, TX

5/14 -6/14

*Summer Pre-Dental Program – Operation East Texas*

* Assisted dentist with some procedures
* Provided free dental care to low income families
* Educated patients on proper dental hygiene
* Passed out educational handouts & dental items such as toothpaste
* Assisted dentists w/ set up of tools and sterilization

***G-Force at UT Arlington*** Arlington, TX

12/11 -12/12

*Mentor - Seguin & Crosswinds High School*

* Worked directly with school counselor
* Tutor for Math, Reading, Science, English and History
* Planned & organized on campus activities for students
* Assisted in college application, essay writing & scholarship process

***AmeriCorps*** Dallas, TX

05/09 - 08/09

*Mentor - Sam Tasby Middle School (Summer Enrichment Program)*

* Taught science & reading
* Created daily lesson plans
* Planned daily activities for students
* Planned presentations & programs for students and their families
* Attended daily staff meetings
* Communicated daily with program director

***State Representative Helen Giddings*** Desoto, TX

*09/08-12/10*

*Legislative Assistant*

* Created & designed company website
* Responsible for all website updates
* Answered incoming calls
* Assisted and carried out projects
* Wrote constituent correspondence letters
* Performed faxing, photocopying and filing duties
* Provided general information to constituents

***Olive’s Lil’ Angels Learning Center*** Cedar Hill, TX

*01/08-08/09*

*Substitute Teacher*

* Responsible for keeping log of children’s daily activities
* Greeted, informed & answered parents questions/concerns
* Prepared breakfast & lunch
* Cleaned & sanitized classrooms
* Ensured child’s safety at all times
* Prepared & taught daily lesson plans