

# Deborah D. Jones, LPN

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**OBJECTIVE:** *Recent LPN graduate seeking a position to use skills and knowledge to assist your facility in a nursing role.*

## **PROFILE**

- Administrative experience and culturally diverse client-focused positions
- Proficient bedside manner, organizational skills, and client focused care.
- Excellent organization and time management skills
- Experience ensuring culturally competent care to clients with diverse needs.

## **EDUCATION**

**Jersey College School of Nursing, Teterboro, New Jersey**

*April 2019*

*Diploma: Practical Nursing*

## **Clinical Experience**

**Medical-Surgical** Regent Care Center Hackensack, NJ Spring 2017

**Medical-Surgical II** Inglemoor Center Englewood, NJ Spring 2019

**Pediatrics** Children's Specialized Hospital: Mountainside, NJ Winter 2016

**Obstetrics** Jersey College Clinical Lab: Teterboro, NJ Winter 2016

**Mental Health** Atrium Post Acute Care Park Ridge, NJ Summer 2016

**Pharmacology** Jersey College Clinical Lab: Teterboro, NJ Fall 2016

**Anatomy and Physiology** Jersey College Lab: Teterboro, NJ Summer 2015

**Fundamentals of Nursing** Care One of Oradell: Oradell, NJ Summer 2015

## **PROFESSIONAL EXPERIENCE**

**Grand Prize Auto – Nanuet, NY**

April 2018 to present

*Service/Sales Receptionist*

- Cashiering experience processing cash, credit, and check payments in the service department
- Completed loaner agreements effectively and efficiently for customers
- CSI agent ensuring customer satisfaction with their experiences at the dealership
- Processed warranty payments from car warranty companies

**Bellwether Behavioral Health Facility – West Milford, NJ**

July 2017 to April 2018

*Direct Support Professional*

**Smooth Solutions & Smooth Photo Scanning – Lodi, NJ**

August 2014 to Present

*Executive Administrative Assistant*

**Lowes Warehouse – Paterson, NJ**

August 2013 to August 2014

*Customer Service Representative*

**AST Fund Solutions – Lyndhurst, NJ**

June 2013 to February 2014

*Customer Service Call Center Agent*

**Valley National Bank – Wayne NJ**

February 2013 to July 2013

*Bank Teller*

**Walmart – Saddle Brook, NJ**

June 2011 to August 2012

*Customer Service Representative*

**Boys & Girls Club – Passaic, NJ**

January 2007 to August 2010

*Front Desk Administrator*

## **LICENSURE AND CERTIFICATION**

**Licensed Practical Nurse: New Jersey State Board of Nursing**

2019

