

## Contact

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## Top Skills

Pharmaceutical Sales

Critical Care Nursing

Nursing Education

## Certifications

Certified National Pharmaceutical Representative (CNPR)

# Dawn Smith

Registered Nurse at Cypress-Fairbanks ISD  
Cypress, Texas

## Summary

Hello! I am an energetic, motivated registered nurse passionate about patient education and experience. I am eager to help others achieve healthcare goals and obtain their optimum health. I'd love to visit about opportunities that you may have in your organization.

I am a founding member and philanthropy liaison for our local National Charity League (NCL) Chapter. I helped establish practices, procedures, and planning for charter 501c3 incorporation. I have the pleasure to work with the SIRE, an organization that empowers those with special needs through equine therapy.

I'm eager to compliment a dynamic client care organization, and I'd love to hear from you! k.dawn.smith411@gmail.com.

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## Experience

Cypress-Fairbanks ISD  
Registered Nurse  
January 2020 - Present (5 months)

Cypress Pearls, NCL Chapter  
3 years 1 month

Philanthropy Liaison  
May 2019 - Present (1 year 1 month)  
Cypress, TX

- Elected to serve as primary contact and coordinate special events for local chapter of national premier mother-daughter non-profit organization developing strong leaders to impact communities.
- Partner with SIRE organization to help improve quality of life for people with special needs through therapeutic horsemanship activities and therapies, and educational outreach.

- Manage volunteers between Cypress Pearls National Charity League and SIRE with orientation, scheduling volunteer opportunities, and helping serve at fundraiser events.

#### Board of Directors' Secretary

May 2017 - April 2019 (2 years)

Cypress, TX

- Founding Board Member responsible for establishing practices, procedures, and plans for chartering a 501c3 incorporation.

- Coach and mentor patroness and teen secretaries of their roles and responsibilities.

\* Responsible for recordkeeping of notes for all board and patroness meetings.

- Provided member services as point of contact.

- Led purchasing and procurement efforts for chapter uniforms, and event planning.

#### Cy-Hope

Donation Center Volunteer

January 2017 - May 2018 (1 year 5 months)

Cypress, TX

- Coordinated and priced donations for boutique resale store raising money for children's programs.

- Delivered excellent customer service to donors and customers.

#### Cypress Fairbanks ISD

Registered Nurse

February 2016 - October 2016 (9 months)

Substitute school nurse

#### Texas Surgical Center

Registered Nurse

September 2007 - February 2008 (6 months)

Midland, TX

- Supported patient and physicians during broad range of surgeries while delivering optimum patient care.

- Educated, prepared, and monitored patients for surgery.

### Healthcare Staffing

#### Registered Nurse

September 2002 - March 2004 (1 year 7 months)

Midland, TX

- Provided patient care via staffing agency in hospital critical care and telemetry units.
- Promptly resolved issues in collaboration with healthcare team.

### Midland Memorial Hospital

#### CCU / ICU Nurse

September 2001 - August 2002 (1 year)

Midland, TX

- Provided quality patient care across units, including CCU and ICU.
- Delivered technical expertise and helped nursing team to identify patient problems and solutions.

### Westwood Hospital

#### ICU / ER Nurse

September 2000 - May 2001 (9 months)

Midland, TX

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## Education

### University of Texas Health Science Center in San Antonio

RN refresher course, Registered Nursing/Registered Nurse · (2019)

### Eastern New Mexico University

Bachelor of Science in Nursing , Registered Nursing/Registered Nurse

### Methodist School of Nursing

Registered Nurse Diploma Program / RN License , Registered Nursing/  
Registered Nurse