

Objective

Seeking a challenging position with a progressive company that will utilize my skills, experience, and training to make a positive impact on the success and growth of the company. An organized, detailed-oriented, and conscientious self-starter, able to strategize and prioritize effectively to accomplish multiple tasks and stay calm under pressure.

Skills

Management, Purchase Order Systems, Customer Service Representative, Microsoft Office, General Construction, Forklift Operator.

Work Experience

Night Shift Supervisor/Manager

ABC Corporation - November 2004 – October 2008

- Assign work schedules, following work requirements, to ensure quality and timely delivery of service.
- Inspect work areas or operating equipment to ensure conformance to established standards in areas such as cleanliness or maintenance.
- Train workers in proper operational procedures and functions and explain company policies.
- Observe and evaluate workers appearance and performance to ensure quality service and compliance with specifications.
- Meet with managers or other supervisors to stay informed of changes affecting operations.
- Inform workers about interests or special needs of specific groups.
- Analyze and record personnel or operational data and write related activity reports.

Night Shift Supervisor

ABC Corporation - 2003 – 2004

- February, 2015 to July 2015 Worked Med-surge floor as RN.
- Performed assessments, medication administration, maintained current doctor orders, communicated with all disciplines of the healthcare team to maintain patient highest level of service.
- Computerized charting, order entry and medication administration.
- Admission and discharges.
- Oversight of LPNs and CNAs in their contribution to the healthcare team as well as assisting in their roles as needed.
- Left due to low census which resulted in inability to maintain appropriate hours.
- night shift supervisor/lpn, jefferson county nursing home, dandridge, tn.

Education

- May 2008(Belford Academy Youngstown - Youngstown, OH)