

Jennifer Cook

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Career Objective

Energetic, goal oriented nurse with infectious work ethics seeking to obtain and maintain a position as a Registered Nurse utilizing my extensive background in nursing as a Licensed Practical Nurse, as well as my recent educational experience. Additionally, seeking a position that will allow me the opportunity for advancement and to provide the highest quality, benevolent health care to clients and families.

Summary of Skills

Nursing and Other

- Critical thinking
- Collaborator
- Interpersonal skills
- Teamwork
- Dependability
- Problem Solver
- Detail oriented

Computer Skills

- Microsoft Word
- Microsoft Excel
- Microsoft PowerPoint
- Microsoft Outlook
- Windows XP
- Windows 7
- Type 80+ WPM

Education

UNIVERSITY OF NORTH ALABAMA, FLORENCE, AL

Bachelor of Science in Nursing Candidate, Expected graduation, May 2017

- **GPA:** 3.17

SNEAD STATE COMMUNITY COLLEGE, BOAZ, AL

Associate of Applied Science in Nursing - RN Candidate, Expected graduation, May 2016

- **GPA:** 2.867

CALHOUN COMMUNITY COLLEGE, DECATUR, AL

General Studies for Nursing

- Dean's List
- **GPA:** 3.169

CALHOUN COMMUNITY COLLEGE, DECATUR, AL

Licensed Practical Nurse Certificate, May 1994

- Dean's List
- **GPA:** 3.68 (Graduated in the top 10% of my class)

ATHENS HIGH SCHOOL, ATHENS, AL

High School Diploma, Jun 1988

Work Experience

BEHAVIORAL HEALTHCARE CENTER AT HUNTSVILLE, HUNTSVILLE, AL

Licensed Practical Nurse, Jun 2014 – Present

- I work as an LPN in an acute care setting that specializes in care focusing on older adults' crisis stabilization, diagnosis and treatment of serious psychiatric disorders, with a focus on dementia and memory disorders in a secure inpatient environment. I execute medication

passes, administer injections, perform phlebotomy, and start IV's. I also transcribe medication orders, order medications from the pharmacy, and assist the physicians by providing a report on the clients. Additionally, I conduct EKG's, order x-rays and initiate other tests that need to be completed. Further, I assist the RN's and MHT's in monitoring the clients and providing client care, as well as interact and provide client education to the family of clients.

AMERICAN HOMEPATIENT, HUNTSVILLE, AL

Licensed Practical Nurse ~ Patient Educator, Jul 2013 – Jun 2014

- I worked as an LPN, Patient Educator. I set clients up with home oxygen and PAP machines, as well as educated them on the importance of how to use the machine/s and the importance of remaining compliant with treatment..

NORTH ALABAMA PULMONARY AND SLEEP, ATHENS, AL

Licensed Practical Nurse, Feb 2011 – Jun 2014

- I worked as an LPN in an office setting specializing in pulmonary & sleep problems. I checked patients in for their appointments. I obtained vital signs and SpO2 readings, performed spirometry, administered injections, performed allergy testing, input information into the EHR computer system, and executed EKG's, and X-Rays. I played a vital role in developing the office EHR system. I also assisted with filing, called orders into the pharmacy, scheduled appointments, checked patients out, and assisted with other office functions as needed.

VANDERBILT UNIVERSITY MEDICAL CENTER, NASHVILLE, TN

Licensed Practical Nurse ~ Surgical Technician, Mar 2010 – Jun 2010

- I worked as an LPN, Surgical Technician on the surgery floor as a scrub nurse and circulating nurse in a wide variety of surgical procedures after completing the Surgical Tech Training program. Regrettably, due to the length of the daily commute and the inability to move to shorten the commute, I had to relinquish this position.

SOUTHERN HEALTH PARTNERS, CHATTANOOGA, TN

Licensed Practical Nurse ~ Medical Team Administrator, May 2009 – Mar 2010

- I worked at one location at the Williamson County Jail in Franklin, TN. As the Medical Team Administrator, I was responsible for day to day operations, payroll, administrative paperwork, setting up all outside appointments, interviewing of potential nursing staff, medication and supply ordering for this site, daily sick call visits, and history and physical assessments. Additionally, I managed all the nursing staff, their job duties, assignments, and scheduling.

Licensed Practical Nurse ~ Regional Manager/Vice President/Group Vice President, Sep 2005 – Oct 2007

- I supervised employees for 13 jails across the states of Alabama, Mississippi, and Louisiana. I was responsible for compliance issues dealing with weekly and monthly reporting from all 100 + facilities across 11 + states. I coordinated all start up accounts and budgets for all facilities in all states. I was responsible for contracting and collaborating with Physicians for all facilities at start up. I coordinated the work up on quarterly reward winners. I was a licensed nurse in all states being served. I worked out of a home office and traveled to check in on sites frequently.

Licensed Practical Nurse ~ Regional Manager, Sep 2004 – Sep 2005

- Regional Manager for Alabama and Louisiana. I had approximately 11 sites at this time. My job duties were essentially the same as above, except on a smaller scale.

Licensed Practical Nurse ~ Medical Team Administrator, Sep 2002 – Sep 2004

- I started out as a part-time employee on night shift. I then went to full-time status on day shift as an Assistant Medical Team Administrator. I was promoted to the Medical Team Administrator position soon thereafter. As the Medical Team Administrator, I was responsible for day to day operations, payroll, administrative paperwork, setting up all

outside appointments, interviewing of potential nursing staff, and medication and supply ordering for this site, daily sick call visits, and History and Physical Assessments. I was responsible for all the nursing staff, their job duties, assignments, and scheduling. This site was under a Federal Court Order/Consent Decree. I ensured that we remained in compliance with the Consent Decree at all times.

PRIVATE DUTY NURSING, DECATUR, AL

Licensed Practical Nurse, Jul 2002 – Mar 2003

- I provided compassionate daily care of a quadriplegic man, which included vent care, ADL's, Tracheotomy care with suctioning PRN, G-Tube care, Supra-Pubic Catheter care, supply and medication ordering, and daily charting. It was 12 hour shifts that also included errands, medication administration, physical therapy appointments, and other needs as required.

CMS AT LIMESTONE CORRECTIONAL FACILITY, CAPSHAW, AL

Licensed Practical Nurse, Apr 1995 – Jul 2002

- I was responsible for all aspects of daily medical care for approximately 250 HIV positive inmates. This included sick call, ER visits, chronic care, annual physicals, PRN visits, 2 pill calls per day, lab draws, M.D. clinics, supply orders, medication orders, treatments, T.B. skin tests, paperwork, and charting for the last 2 years of employment with this facility. Prior to providing care to the HIV positive inmates, I was responsible for providing daily care of approximately 2200 population inmates, which included the same as above. Occasionally I staffed the infirmary, and I served as a charge nurse for the facility. During my career at this facility, I was IV and Phlebotomy certified.

Leadership & Activity Experience

- ❖ **Sigma Alpha Pi** (The National Society of Leadership and Success), Member 2014 - Present
- ❖ **Who's Who Among Students in American Universities & Colleges**, Member 2013 - Present
- ❖ **Phi Theta Kappa**, Member 1992 - Present
- ❖ **Peace, Love, & Animals**, Volunteer February 2012 - May 2013
- ❖ **Teen Switch**, Coordinator February 2012 - May 2013
- ❖ **Treasurer of Allied Health Association**, Member 1992 - 1994

Certifications

- **Certified Dementia Practitioner (CDP)** - 2014
- **The Crisis Prevention Institute (CPI)** - 2015 (The Crisis Prevention Institute (CPI) is an international training organization that specializes in the safe management of disruptive and assaultive behavior).
- **BLS Certification** (American Heart Association) - Exp. 5/2016
- **LPN Licensure**, AL License # 2-041562 - Exp. 12/31/2017

References

- Stacy Kelso, Registered Nurse - (256) 303-6076
- Christy Hale, Psychiatric Mental Health Nurse Practitioner - (256) 451-2059
- Kari Thompson, Registered Nurse - (256) 476-1236