

MARY ALICE JORDAN

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PROFESSIONAL SUMMARY

Talented individual seeking to pursue a part-time position to expand on knowledge base through further professional development. Well-rounded nursing student offering proven clinical knowledge, natural interpersonal strengths, and technical abilities. Extensive hands-on training with a strong background in patient care with over 7 years of experience in healthcare. Currently enrolled in a Associate in Applied Science in Nursing (ADN) program at Horry Georgetown Technical College. Anticipated completion dates: previously completed Fundamentals of Nursing course at Francis Marion University in December 2023 and graduation date of December 2024.

SKILLS

- Excellent problem solver and team-builder who works well under pressure
- Sound knowledge of medical technology & extensive electronic record keeping experience
- Trained in OSHA and HIPAA compliance
- Upbeat, personable, and highly energetic
- Working knowledge of Spanish
- Wide breadth of urology experience handling patient concerns across various age groups
- Certified BLS provider
- Direct Patient Care
- Medical Records Management

WORK HISTORY

NURSING STUDENT | 05/2024 to Current

Horry Georgetown Technical College - Myrtle Beach, SC

- Assisted nurses in wound care procedures, ensuring proper technique was applied to promote optimal healing outcomes for patients
- Administered medications via oral, subcutaneous, and intramuscular injections and monitored responses
- Effectively managed time and prioritized tasks to optimize patient care during fast-paced clinical rotations

NURSING STUDENT | 01/2023 to 04/2024

Francis Marion University - Florence, SC

- Cared for patients in 38-bed unit, supporting fellow nurses in delivering outstanding treatment to patients
- Received recognition for exemplary and exceptional patient documentation, which my instructor provided as a template for current students
- Reported abnormal findings or changes in physical, mental and emotional conditions to R.N.
- Collaborated with nurse preceptors and other medical staff to achieve quality patient outcome goals, checked and reassessed vital signs closely

UROLOGY MEDICAL SCRIBE | 06/2021 to 07/2022

Atlantic Urology Clinics - Little River, SC

- Accompanied urologists to document procedures performed during clinical and surgical settings in fast-paced medical environment
- Entered patient information into electronic management records, coordinated routing of biopsies, ordered prescriptions, and scheduled follow-up appointments
- Observed provider-to-patient education regarding treatment plans for various urologic diagnoses including kidney, bladder, and prostate cancers, urinary incontinence / retention, and hematuria

UNDERGRADUATE RESEARCH INTERN | 01/2020 to 05/2020

College of Charleston

- Targeted psychological research focusing on specific demographic parameters, delivering timely information to first-time mothers living in poverty
- Developed interview tools, PowerPoint presentations, and an educational brochure for participants affiliated with the Nurse Family Partnership program during the COVID-19 global pandemic
- Offered suggestions and provided resources for nurses and mothers including telehealth / technology guides, methods for maintaining communication, self-care techniques, and health / financial resources
- Collaborated with team members to initiate and achieve organizational goals.

NURSING STUDENT | 08/2018 to 08/2019

Medical University of South Carolina

- Worked alongside experienced nursing professionals to learn procedures, facilitate therapeutic communication, practice conflict resolution and crisis management
- Partnered with physicians, social workers, activity therapists, nutritionists, and case managers to develop and implement individualized care plans, documenting all patient interactions and outcomes in electronic charting systems

PRIVATE CAREGIVER | 12/2014 to 05/2018

Covenant Towers Nursing Home

- Assisted patients and daily living activities by dressing, grooming, bathing, and toileting
- Drove patients to all appointments, picked up groceries, and collected medications
- Managed patients' medical appointments and schedules

EDUCATION

Horry-Georgetown Technical College - Myrtle Beach, SC | Associate in Applied Science in Nursing (ADN)
Nursing, ADN, Expected in 12/2024

Francis Marion University - Florence, SC | Bachelor of Science (BS)
Nursing, 2024

College of Charleston | Bachelor of General Studies (BGS)
Psychology and Communications, 2021

Horry-Georgetown Technical College | Associate in Science (AS)
Biological Sciences, 2017