Kristin Allen

| 206 Lazy Acres Rd, Leesburg GA 31763 | 2293764060 | taylor\_utz@yahoo.com |
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# Objective

| Extremely hard working and compassionate nursing professional seeking a position as a Registered Nurse with Phoebe Putney Memorial Hospital utilizing nursing education, skills, knowledge and previous training to provide the highest level of patient care. |
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# Experience

|  | **Office Secretary**, 07/2012 to 11/2017 AAA Recycling & Core Supply – Albany, GA* Managed office supplies, vendors, organization and upkeep.
* Prepared packages for shipment, pickup or courier delivery to customers.
* Obtained signatures for financial documents and internal and external invoices.
* Screened all visitors and directed them to the correct employee or office.
* Maintained a clean reception area, including lounge and associated areas.
* Answered and managed incoming and outgoing calls while recording accurate messages.
* Responsible for accounts payable, including data entry and generating checks using QuickBooks Pro.
* Recorded and prepared all cash receipts for bank deposits.
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# Education

|  | **Associates of Science in Nursing**: In ProgressAlbany State University – Albany, GAExpected: December 2018 |
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# CLinical Experience

| **Albany State University** – Summer 2017 to Fall 2018 |
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| Medical Surgical - Phoebe Putney Memorial HospitalMedical Surgical - Miller County HospitalPsychiatrics - Aspire Behavioral Health & Developmental Disabilities ServicesObstetrics - Phoebe Putney Memorial Hospital |
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