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 Progress  Albany State University – Albany, GA  Expected: 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 Hospital  Medical Surgical - Miller County Hospital  Psychiatrics - Aspire Behavioral Health & Developmental Disabilities Services  Obstetrics - Phoebe Putney Memorial Hospital |
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