D’Nea Florence

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# Objective

* Empathetic and enthusiastic professional seeking to obtain a role as a Registered Nurse in a reputable small-town healthcare facility. Eager to utilize nursing education and training, in addition to exceptional interpersonal skills to provide the highest level of patient care.

# Education

## Associates of science | December 2018 | Albany State university

* Major: Nursing

# Experience

## Secretary/ clerk | St. Mary Missionary baptist church | October 2014 - Present

* Administrates the operations within the church office
* Keeps an updated membership role and maintains confidentiality
* Maintains the services of bookkeeping, answering of phone and emails, publications, and correspondence
* Attends conference and board meetings to record the minutes of the meeting
* Coordinates the Church Events Calendar and keeps record of administrative forms related to all events
* Keeps ministerial staff, deacon board informed of crises or opportunities within the congregation and community.
* Prepares, edits and produces all church publications including newsletter, worship bulletins and social media accounts.

# Skills & Abilities

* Basic Life Support
* Interpersonal Skills
* Patient Centered Care
* Competent in Microsoft Office
* Organizational Skills
* Time Management

# Volunteer Work and Community Service

* Assist with helping the senior citizens in weekly exercise classes and cancer prevention education classes.
* Participated with the “Men Can Cook’ Health Fair in Albany, GA where I was responsible for obtaining vital signs and drawing labs.
* Assisted with the successful completion of Migrant Farmers Health Fair in Moultrie, GA. July 2017 with the responsibility for taking labs for various test and performing head to toe assessments.
* Volunteered at Camilla Retirement Home (now known as Savannah Court) and Mitchell County Convalescent with playing games, helping organize rooms and assisting distributing meal plates.