

# JESSICA BOZEK

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My goal is to obtain a long-term position that will support the company vision for excellent patient care.

Completion of Licensed Practical Nursing Certificate.

Patient-oriented Nurse with 15 years of diverse experience in direct patient care, staff supervision and department operations. Skilled at multitasking and prioritizing patient needs and daily assignments.

Offering expertise with geriatric Rehabilitation and long-term care.

Willing to relocate: Anywhere

Authorized to work in the US for any employer

## Work Experience

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### **Office Manager**

Cj's Precision Handyman Services - Rome, GA

May 2022 to Present

Excellent customer service skills

Ability to multitask and follow through on tasks

Working knowledge of computers and Microsoft Office Suite

Positive attitude

Strong communication skills and attention to detail

Professional demeanor

Ability to meet deadlines, exercise judgment regarding completion of tasks and set priorities check daily receiving emails to identify new items.

Update Sample Department Google Doc with new products reference Item Entry Sheets in Share Point

Communicate in a timely and efficient manner to cross-functional teams (operations and purchasing) if any issues arise or if clarity is needed.

Monitor and maintain shipping schedule and ensure all cross-functional teams are aware of assignments, goals and responsibilities.

### **Lead Nurse**

Fairview Adult Foster Care - Grand Ledge, MI

July 2021 to August 2021

Patient charting

Communication with physician and other Healthcare professionals

Scheduling appointments with a caregiver to assist and transportation

Med pass and wound care

Narcotic count

Assisting residence with ADLs and encouraging physical activity and social involvement

All housekeeping work

Hospice and palliative care

**Business Owner/Office Manager**

JM Roofing & Consulting - Lansing, MI

May 2010 to January 2020

Co-owner & Office Manager

Accounts payable

Accounts Receivable

Sales business to business

Sales Business to customer

Payroll (3 sub-crews)

Hiring process & termination of employees

Answering multi-line phones

· Licensed Practical Nurse

**Shift Nurse**

Capital Area Health and Rehabilitation - Lansing, MI

September 2011 to May 2015

Medicare charting

Long shifts ranging from 12-16 hours

Transcribing and following orders given by physicians.

Acute geriatric rehabilitation, dementia, Alzheimer's, psychiatric patients and assisted living services.

Hospice nursing, long-term/acute geriatric skilled nursing, IV therapy, intubation, feeding tubes and wound care.

Medication/narcotic dispensing.

**Licensed Practical Nurse**

Eaton County Medical Care Facility - Charlotte, MI

March 2010 to August 2011

· Acute geriatric rehabilitation facility that also specializes in dementia,

Alzheimer's, psychiatric and assisted living services.

· Hospice nursing, long-term/acute geriatric skilled nursing, IV therapy, intubation, feeding tube and wound care.

· Alzheimer, dementia and geriatric care.

· Medication/narcotic count and dispensing.

**Licensed Practical Nurse**

Advisacare - Burton, MI

September 2008 to February 2009

· Temporary service specializing in nursing care.

· Hospice care; in-patient and outpatient home visits.

· Extensive wound care.

· Long-term facility placement and Influenza clinics.

**Bartender/Server/Customer Service**

Little Joe's Restaurant - Grand Blanc, MI

November 2000 to April 2007

· Food and beverage service.

· Customer service, Bartending

## Education

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### **Associate's degree in Nursing**

Mott Community College - Flint, MI

September 2005 to June 2007

### **Associate's degree in Applied Science**

Mott Community College - Flint, MI

September 2003 to June 2007

## Skills

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- Administrative Experience  
Excellent organizational skills  
Medical Office Experience  
Excel Experience, PC, Windows, Word Experience  
Customer service  
Case Management  
Time management  
Record keeping  
Superb communication skills  
Reliable  
Excellent leadership skills  
Alzheimer's care  
Transcription  
Hospice care  
Basic IV  
Nursing  
Tube feeding  
Wound care  
Dementia care  
Medication Administration  
Critical Care Experience  
Home Care  
EMR Systems  
Vital Signs  
Caregiving  
Laboratory Experience
- Nursing
- Experience Administering Injections
- Patient Care
- QuickBooks

## Certifications and Licenses

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### **BLS Certification**

### **LPN**

### **CPR Certification**

## Assessments

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### **Spreadsheets with Microsoft Excel — Proficient**

November 2023

Knowledge of various Microsoft Excel features, functions, and formulas

Full results: [Proficient](#)

### **Retail customer service — Proficient**

September 2023

Responding to customer situations in a retail setting

Full results: [Proficient](#)

### **Customer focus & orientation — Proficient**

November 2023

Responding to customer situations with sensitivity

Full results: [Proficient](#)

### **Office manager — Proficient**

November 2023

Scheduling and budgeting

Full results: [Proficient](#)

### **Verbal communication — Proficient**

July 2023

Speaking clearly, correctly, and concisely

Full results: [Proficient](#)

### **Sales skills — Proficient**

August 2023

Influencing and negotiating with customers

Full results: [Proficient](#)

### **Call center customer service — Proficient**

July 2023

Demonstrating customer service skills in a call center setting

Full results: [Proficient](#)

### **Medical receptionist skills — Proficient**

August 2023

Managing physician schedules and maintaining accurate patient records

Full results: [Proficient](#)

### **Work style: Reliability — Proficient**

August 2023

Tendency to be reliable, dependable, and act with integrity at work

Full results: [Proficient](#)

Indeed Assessments provides skills tests that are not indicative of a license or certification, or continued development in any professional field.