

Dana Jordan Toole
308 10th Ave.
Greenwood, MS 38930
(662) 299-9523
jordan_toole10@yahoo.com

Dear Human Resources,

I'm applying for a Licensed Practical Nurse position at your facility. I have over 4 year's relevant experience, and am committed to excellent patient care. I believe that I will be a great fit for your organization, and would appreciate the opportunity to interview for this position at your earliest convenience. Please find my resume attached.

I can be reached at my phone number above or at my email address.

Sincerely,

Jordan Toole, LPN II

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Objective

Seeking a Licensed Practical Nurse position at your facility utilizing my experience and dedication to

Key Qualifications

- Licensed Practical Nurse II with over 4 year's experience.
- Skilled at working with a diverse group of patients including adults and children.
- A team player who works well with others.
- Excellent communication and interpersonal skills.

Work Experience

Licensed Practice Nurse II - COVID-19 Compliance Officer June 26, 2021 - present
Crooked Letter Picture Company - Natchez, MS

- A 5 week contract position working on set of a movie production in Natchez, MS. I am responsible for all COVID testing of cast and crew members, obtaining PCR lab results,. Reporting results to appropriate personnel, and enter all results into a master grid. It is also my responsibility as CCO to ensure that everyone on set is being compliant with proper PPE & wearing a mask at all times.

Licensed Practical Nurse II - COVID-19 Compliance Officer January 2021- April 2021
Complete Health Partners, Nashville, TN

- Contract position where I was hired as COVID-19 Compliance Officer during the filming of an upcoming ABC limited tv series, "Women of the Movement". I was responsible for COVID-19 testing of all cast and crew members prior to filming each day. Goodness

Licensed Practical Nurse II March 2020-January 2021
Ruleville Nursing & Rehabilitation, Ruleville, MS

- Behavioral nursing facility where I cared for mentally impaired residents that were unable to fully care for themselves.

Licensed Practical Nurse II September 2019- February 2020
Riverview Nursing & Rehabilitation, Greenwood, MS

- Skilled Nursing Facility where I cared for geriatric post-op residents.

Licensed Practical Nurse II August 2017- August 2019
Greenwood Leflore Hospital Emergency Room, Greenwood, MS

- Cared for neonates, adults, and geriatric patients.
- Managed patients with acute and chronic conditions.
- Helped educate families about conditions, and general health trends.
- Peripheral IV insertion and fluid maintenance.
- IM injections, oral medication administration
- Proficient in Venipuncture of all ages.
- Influenza, Strep Throat, RSV, STD testing.
- Foley catheter insertion and maintenance.

Education

Licensed Practical Nursing Certificate

May 2017

Mississippi Delta Community College - Moorhead, MS

- LPN Academic Achievement Award

Biological Sciences

August 2010-December 2012

Mississippi State University - Starkville, MS

- Pre-nursing courses.

High School Diploma

May 2010

Pillow Academy - Greenwood, MS

- 3.8 GPA.

Certifications/Licenses

Licensed Practical Nursing Certificate

- Mississippi Board of Nursing
- Expiration: December 2021
- License #: 335240

LPN Expanded IV Therapy

- Mississippi Board of Nursing
- Expiration: December 2021
- License #: 332111

BLS Certification

- American Heart Association
- Expiration: September 2021

COVID-19 Awareness Certification

- Completion date: June 2021 , no expiration.
- 360 Training.
- Certification #: 000018971924

Activities/Volunteer

- Kappa Delta Sorority - Mississippi State University
- Junior Auxiliary of Greenwood - Greenwood, MS

References

Kelley Rice - Supervisor, Chief Operating Officer
Complete Health Partners - Nashville, TN
(629) 203-7858

Larry Lodge - Testing Coordinator, CCO
Complete Health Partners - Nashville, TN
(765) 238-2709

Stephanie Hodnett - Family Nurse Practitioner
Former Greenwood Leflore Hospital ER employee
Greenwood, MS
(662) 719-6778

Susan Steen
Former DON of Riverview Nursing & Rehab
Greenwood, MS
(662) 392-7360