

Jennifer M. Quinn
(517) 414-4233
jen.m.quinn@gmail.com

202 Brandon Boulevard
Sandusky, Ohio 44870

CAREER OBJECTIVE

- A position as a staff registered nurse on an intensive care unit.

GENERAL QUALIFICATIONS

- CPR Certified.
- Course in Critical Care Management.
- Experience in IV therapy and Venipuncture.

EDUCATION

GRAND VALLEY STATE UNIVERSITY

Bachelor of Science: Health Professions

Minor: Biology

Allendale, Michigan
December 2009

- Honors and Activities: Dean's List, Pre-Physician's Assistant Club

FIRELANDS REGIONAL MEDICAL CENTER SCHOOL OF NURSING

Diploma RN Nursing Program

Sandusky, Ohio
August 2010-Present

- Cumulative G.P.A. 3.55
- Nursing G.P.A. 3.45
- Expected Date of Graduation: May 4, 2012
- Honors: Received Sigmund Scholarship (2010, 2011), Dr. and Mrs. Kim Scholarship (2011)

SPECIFIC HEALTH CARE EXPERIENCE

HEALTH STAFFERS

Certified Nursing Assistant-CENA, Home Health Aide

Jackson, Michigan
June 2009-August 2009

- Monitored vital signs and medication for patients as well as ambulation and personal hygiene assistance.
- After each patient visit, records were prepared and maintained as to the client's progress and the services that were performed, with any changes in the client reported to a supervisor.
- Performed housekeeping duties, such as cooking, cleaning, washing clothes and dishes.

EXPERIENCE

INFORMATION TECHNOLOGY

Computing and Technical Support: Student Consultant
Grand Valley State University

Allendale, Michigan
August 2008-January 2010

- Delivery and Setup of Windows and Apple computers and printers.
- Re-imaging Windows XP and Vista computers.
- Diagnosing and correcting virus and spyware issues.
- Primarily assisting and communicating with faculty and staff to get their computers repaired.
- Independently working on work orders given that must be completed within a 48 hour period.
- Face agitated customers on a daily basis and must diffuse the situation at hand.

**INFORMATION TECHNOLOGY
VICE PROVOST DEAN OF ACADEMIC SERVICES OFFICE**

Allendale, Michigan
January 2006-April 2009

Clerical Worker

Grand Valley State University

- Assisted in loading freshman recruitment records and supporting documents. Also loading data of high school and college transfer transcripts with a required high level of accuracy.
- Participated in various projects with Microsoft Word and Excel, including leading a survey of GVSU students.
- Assisted with completing student requirements for graduation and aided with freshman orientation with language placement exams.
- Worked daily with GVSU's banner program which contains confidential student, faculty, and staff records and financial aid.
- Aided in the transfer of student records from the old records system to the new banner system.
- Trained new student workers, answered phones, and responsibility of opening the office and coverage when necessary.

ACTIVITIES

- Teacher's Assistant-Physiology Lab, GVSU, Allendale, Michigan January 2008-April 2008

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Phone: (517) 414-4233

Email Address: jen.m.quinn@gmail.com

PROFESSIONAL REFERENCES

Melissa Cunningham

Administrative Assistant for Vice-Provost and Dean of Academic Services

Grand Valley State University

Allendale, Michigan

(616) 331-2036

cunninme@gvsu.edu

Direct supervisor for three years.

Bob Holcomb

Information Technology – Help Desk/Computing & Technology

Grand Valley State University

Allendale, Michigan

(616) 331-2122

holcombb@gvsu.edu

Direct Supervisor for a year.

Barbara A. Brunow MSN, MED, RN, CNE, CNS

Assistant Director

Firelands Regional Medical Center School of Nursing

Sandusky, Ohio

(419) 557-7110

brunowb@firelands.com, Babrnmsn@aol.com

Nursing Instructor for two semesters.