

# Kaleb Kelly

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**9315 Hawkeye Drive Paris, IL 61944**

**Cell: (217-264-4710)**

**kkelly@lakeviewcol.edu**

February 7, 2025

Recruiter

Sarah Bush Lincoln

1000 Health Center Dr

Mattoon, IL 61938

To whom it may concern,

Enclosed is my resume for the Emergency Nursing position advertised on the Sarah Bush Lincoln page. After reading the posting and communicating with those within the organization, I am confident I would be an excellent fit. This position will give me the best opportunity for growth and experience as a registered nurse.

I am a Lakeview College of Nursing graduate, earning a Bachelor of Science in Nursing degree. In addition, I have the needed experience for I've been working as a tech in the Sarah Bush emergency department for the past 4 years. My strongest attributes include a willingness to work and learn, problem-solving skills, setting high-performance standards, and the ability to be self-motivated/able to work with little or no supervision.

To a few of my strongest attributes, I believe I have the personal qualities needed to be successful as a nurse in the emergency department. Already in my experience working as a CNA, I have encountered many situations in which quick decision-making is needed to keep patients safe and under control. I believe that the ability to make these quick decisions successfully for the safety of both the patient and staff would be greatly beneficial to the atmosphere found in the emergency department. For anything I may not be as experienced at, I am confident that my willingness to work hard and self-motivation will make me a valuable asset to the team.

If you have any questions or require any additional information please feel free to contact me at 217-264-4710 and/or [kkelly@lakeviewcol.edu](mailto:kkelly@lakeviewcol.edu). Thank you for your time and consideration. I look forward to hearing from you and joining your team.

Sincerely,

Kaleb Kelly

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## Summary

Graduate of Lakeview College of Nursing with a Bachelor of Science in Nursing degree seeking a position as a registered nurse in the Emergency Department.

## Highlights

- Multi-tasker
- Adept at Communicating with Patients, Caregivers, and Medical Staff
- Ability to Work Individually/As a Team
- Quick Learner
- Ability to Make Quick Decisions Appropriately
- Very Organized

## Education

Lakeview College of Nursing	Charleston, IL
<ul style="list-style-type: none"><li>• BSN Degree</li><li>• 3.3 Cumulative GPA</li></ul>	May 2025
SOUTHERN ILLINOIS UNIVERSITY OF CARBONDALE	Carbondale, IL
<ul style="list-style-type: none"><li>• BS Degree in Biological Science (Pre-Med), Chemistry Minor</li><li>• Deans Transfer Scholar</li><li>• 3.35 Cumulative GPA</li></ul>	May 2019

## Certification/Licensure

- CPR Certification Present

## Experience

SARAH BUSH LINCOLN HOSPITAL	Mattoon, IL
Emergency Department Tech	April 2021 - Present
<ul style="list-style-type: none"><li>• Monitored critical vital signs of patients to maintain stability and manage high acute care</li><li>• Set up for and performed a role in cardiac/respiratory arrests, chest tube insertion, conscious sedation, and intubation</li><li>• Provided adequate wound care/splinting for both simple and complex injuries</li></ul>	

- Performed drug screening for work-related injuries

SARAH BUSH LINCOLN HOSPITAL

Mattoon, IL

Care Partner

September 2019 - April 2021

- Monitored vital signs of patients and provided them with excellent care
- Aided in transferring patients both on the floor and to other floors throughout the hospital
- Consulted with nurses to develop patient care plans and evaluate various patient treatment options
- Comforted hostile/confused patients appropriately to ensure their safety
- Member of 4 Medical's Unit Council in which a select few staff members along with our director sit down once a month to make improvements to the overall production on the floor

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## Professional References

**Stacy Ordner**

Nurse Practitioner/Hospitalist Program  
217-821-5333

**Rachel West**

Nurse Practitioner/Emergency Medicine  
217-238-6065

**Travis Whisman**

Lakeview College of Nursing Instructor/Registered Nurse  
217-891-0512