

Jessica Grandbois

hospital call operator - University of Arkansas for Medical Sciences

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WORK EXPERIENCE

hospital call operator

University of Arkansas for Medical Sciences - 2016-09 - Present

for the Myeloma Institute. I prepare coffee for the day and restock the soups, crackers and peanut butter. I then start answering phone calls and directing to the right place they need to go such as the phone nurse, clinic nurse, or schedulers. I also take emails and send out important messages in Epic.

sales person

Sophitique- Little Rock - 2016-03 - 2016-09

I would open the store, tag the inventory, help customers. I would clean the store as well, take out the trash, and close down the drawers.

year old teacher

Kidz Kollege - 2014-10 - 2015-04

I had a classroom of 12 kids. We would do curriculum and arts and crafts as well as "Your Baby Can Read." I would hand out their lunches and snacks. Place their cots down for naptime. We would also do outside play.

Hunter Childcare - 2013-08 - 2014-09

I was the infant teacher. I would keep all the babies that were not one years old. I would warm up bottles and baby food to feed them every three hours. I would do two hour diaper changes or when needed. Lay them all down for nap. Read them stories and play music for them. I would also work on tummy time and their motor skills. At the end of the day I would take all the sheets off their cribs, bring them home and wash them along with the bibs and blankets. I would wash all the bottles and disinfect the whole room before leaving for the day.

University of Arkansas of Medical Sciences - 2013-07 - 2013-10

I made sure the patients were bathed and had clean linens. Cleaned up their room. Checked out their in and outs for food and fluids. I would print out the ticket to ride for the nurses to sign when the patients had to be transported throughout the hospital. I also kept up with the charts and labels. Would send off the blood draws at the end of the shift and also would go and pick up the chemo from the pharmacist.

The Pizza Joint - 2012-06 - 2013-07

I worked the kitchen as well as wait staff. I took to go orders and checked people out. I would do cleaning and prep the food before and after every shift.

Teaching Assistant

Kid's Academy West - 2011-04 - 2013-05

for this daycare facility. I would start off in infant room and relieve people for their breaks. I would also prepare the lunches and snacks for all the children attending this facility. Then when it was time to close I would close the room I was in by sweeping and mopping the floors, disinfecting all the toys, and wiping down the tables and chairs. Then I would go outside to the playground with the children until the parents picked them up.

EDUCATION

associate's in science

Pulaski Technical College
2013

Nursing

Arkansas State University
2008 - 2009

Mount St. Mary Academy
2004 - 2008

Private Coed Catholic School
2004

Art

All girl Private Catholic School