




CHELSEY STAUFFER

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 5907 Apache Rd, Louisville, KY 40207

PROFILE

Driven and reliable professional seeking a position as a record reviewer. Detail-oriented problem solver with a strong work ethic and spirit of inquiry. Highly effective communicator dedicated to promoting positivity and collaboration in the work environment.

WORK EXPERIENCE

REGISTERED NURSE | NORTON HEALTHCARE

Louisville, KY / October 2021 – Present

- Provide quality care to adult medical and neurosurgical ICU patients
- Perform thorough physical assessments and monitor for changes
- Document patient condition and progress
- Evaluate patient care needs while following physician orders
- Update patients and their family regarding current orders and plans of care

REGISTERED NURSE | IU HEALTH – UNIVERSITY HOSPITAL

Indianapolis, IN / February 2021 – June 2021

- Provided quality care to adult medical PCU patients
- Performed physical assessments and documented patient progress
- Communicated with patients and family members
- Facilitated effective patient admissions and unit transfers
- Safely administered medications while providing education to patients

RESIDENT STAGE MANAGER | PHOENIX THEATRE

Indianapolis, IN / January 2012 – March 2020

- Organized and maintained production and rehearsal calendars
- Promoted efficient and thorough communication through daily reports
- Cultivated a collaborative and positive work environment
- Provided practical and organizational support throughout the production process, including rehearsals and performances

ADMINISTRATIVE ASSISTANT | KENTUCKY COUNSELING ASSOCIATES

Danville, KY / September 2018 – August 2019

- Responded to phone and email inquiries regarding initiation of services
- Maintained communication with patients, therapists, and case managers to ensure conscientious patient care
- Preserved patient confidentiality at all times and maintained discretion when dealing with sensitive information

EDUCATION

Associate of Science: Nursing

Ivy Tech Community College

Indianapolis, IN

2019 – 2020

GPA: 3.89

Bachelor of Arts: Theatre

University of Indianapolis

Indianapolis, IN

2007 – 2011

GPA: 3.82

SKILLS

Strong Work Ethic

Organization

Problem Solving

Adaptability

Collaboration

Time Management

Critical Thinking

Leadership

Communication

Positivity

Diplomacy

CERTIFICATION & LICENSURE

Registered Nurse, State of Kentucky

BLS, American Red Cross

ALS, American Red Cross