

Sherwanda Beck-Atkinson
1 253-314-7009
atkinsonwl@yahoo.com

Summary of Qualifications:

Over 20 years providing quality customer service, resources and social services to clients and the community. Established great relationships with coworkers and clients. Strong verbal and communication skills. Maintained organizational and time management skills to plan and meet deadlines.

Work Experience

Environmental Protection Agency
Career Pathways Intern

Lacey, WA
08/2021- 01/22

Assisted with coordinating and ensuring administrative work plans are up-to-date in conjunction with grantees annual activities.

Observe and assist with Request for Funding (RFA) webinars and webpage information.

Assist and support project officer with submission and review of appropriate documents for public viewing.

Revise and update grantees semi- annual report form summarizing technical progress and future activities.

Assist project officer with revision of success story template.

Review and update RFA Power Point, RFA FAQs Factsheet and notes from RFA webinar.

Update and review contact information for directory of key leaders in Region 10.

Utilized Microsoft Teams and Google Calendar to schedule meetings.

The Evergreen State College
MPA Student Ambassador

Tacoma, WA
September 2019 – PRESENT

Help educate visitors about the campus life, history, traditions and achievements of the college through supporting the Student Life & Leadership departments, conducting campus tours, supporting high school recruitment events, and supporting Presidential and Foundation functions.

Developed relationships with prospective students by phone, mail, email, text, social media, and with personal visits. Gathered student information, answered questions, and assisted with enrollment. Facilitated communication between personnel, students and/or parents for the purpose of evaluating situations, solving problems and/or distributing information.

The Evergreen State College
Student & Activities Event Coordinator

Tacoma, WA
January 2018 - June 2019

Developed, planned, and coordinated special events including but not limited to student/faculty events, recreational activities and student leadership development opportunities.

Established on- campus food pantry and provided hot meals for day and evening students.
Coordinated audiovisual, printing, sound system, and other related technological requirements of each event.
Researched of venues, maintain event calendar, design and edit all printed material.
Prepared materials for meetings.
Provided an inclusive environment for students and families while boosting morale.
Developed on- campus food pantry.
Purchased equipment to ensure all foods were stored properly.
Invited personal trainer to demonstrate and promote importance of activity and wellness at various age levels.
Utilized Microsoft Teams and Google Calendar to schedule meetings.
Researched community for resources to disburse to students and staff.

Tacoma Area Literacy Council
English Tutor (Voluntary)

University Place, WA
March 2019 - PRESENT

Worked as a partner with learners from various countries to define and plan the cue curriculum together. Build instructions on learner's strengths, experiences, needs and interests.
Research and deploy improved teaching methods. Report to parents about their ward's performance. Collaborate with other stakeholders to engender a valuable student experience. Put together lesson plans in order to effectively incorporate the allotted duration of each lesson.
Impart lessons efficiently using diverse styles of teaching subject to the content. Create a lively classroom atmosphere to ensure students' engagement. Help students understand the structure and rules of the English language. Instruct students on how to spell words correctly as well as learn their meanings. Demystify the rules of concord, sentence construction and grammar. Teach students how to correctly pronounce words.

Madigan Army Medical Center
Licensed Practical Nurse (LPN)

Fort Lewis, WA
January 2017 - June 2018

Answered informal complaints, advised and educated employees. Assumed and carried out additional administrative duties as assigned or delegated to include unit safety officer, scheduler, infection control monitor, and chart auditor. Worked with adults, adolescents, children and infants in critical care situations: respiratory distress and accidents. Briefed military components of possible medication side effects. Provided basic patient care or treatments, such as taking temperatures, and blood pressures. Performed EKG's on the required group of soldiers.
Recognized life-threatening conditions that require immediate attention, implementing appropriate emergency measures. Evaluated nursing intervention outcomes, conferring with other healthcare team members. Monitored vital signs and weighed patients. Immunized active and reserve components prior to deployments and for yearly vaccines. Observed patients, charting and reporting changes in patients' conditions, such as adverse reactions to medication or treatment, and taking any necessary action. Documented nursing care and patient teaching.

DODEA- Zama American High School
Substitute Teacher

Camp Zama, Japan
June 2013 - June 2016

Presented instructions in accordance with an established lesson plan and curriculum to students in a classroom environment. Assisted AVID (Advancement Via Individual Determination) students with career and college application process. Followed lesson plans provided by the regular Teacher to create a cohesive and consistent learning experience for students. Managed the classroom effectively to encourage student participation, minimize distractions and maintain a positive learning environment. Adapted teaching methods to fit the needs of each individual student. Supervised students in and out of the classroom, including in the halls, on the playground and in the cafeteria. Provided in-class and at-home assignments based on the available lesson plan. For long-term substitutes: develop lesson plans and assignments consistent with the regular teacher's past lesson plans.

American Language School
English Language Tutor

Zama City, Japan
June 2013 - June 2016

Aided students with vocabulary, reading comprehension, writing and Test of English as a Foreign Language (TOEFL). Taught students about the structure and content of the English language, including proper grammar, spelling, and sentence structure. Researched events happening on campus, in local communities, and at other institutions to discover trends relevant to the student body and inform programming decisions. Kept organized files, accurate records, and thorough evaluations on events to guide the work of future Event Planners. Planned, implemented, executed and evaluated all events planned by committee. Maintained committee budget in cooperation with Program Advisor. Managed and motivated students and event volunteers. Maintained regular and consistently communicated, including communicating and negotiating with performers/agents, artists, managers, vendors, and student groups. Promoted and positively represented the school.

Kenmark Medical
Licensed Practical Nurse

San Antonio, TX
September 2010- June 2012

Administered medications in various behavioral health, assisted living and long-term care facilities. Managed/directed the plan of care by directly administering care or by directing and supervising nursing duties delegated to nursing assistants. Checked and recorded vital signs on a regular basis following established policy or at own discretion if the need existed. Maintained accurate medication records and observed residents for signs and symptoms of adverse drug reactions. Submitted appropriate documentation and paperwork to facilities at the completion of patient visits. Submitted all required documentation in a timely manner. Attended and participated in staff meetings, educational programs and community events. Communicated and identified needs and potential solutions to supervisor. Completed documentation at the bedside. Adhered to standards of nursing practice and maintained knowledge of current clinical practice for terminally ill patients.

Maxim Health

Nashville, TN

Licensed Practical Nurse

June 2008- June 2009

Provided nursing care in various outpatient mental health, long term care and hospice facilities. Assessed and charted observations of the patient's condition at each home or facility visit. Completed evaluation tasks, including reviewing medication and vital signs. Administered physician- prescribed medication. Dressed or redressed wounds and assessed the healing progress. Provided education to patients and families on proper home health care procedures and strategies. Kept the patient comfortable through palliative care. Recommended tools or devices that may improve the quality of life for the patient.

Vita's Hospice

Chicago, IL

Licensed Practical Nurse

January 2006 - June 2008

Provided direct skilled bedside nursing care in home, long term care, and behavioral health facilities and in- patient hospice unit. Evaluated patient /family needs in the preparation and executions of the interdisciplinary plan of care for each patient on the team and the effectiveness of treatments and monitored patient's reactions. Performed care of the terminally ill under the direct supervision of a registered nurse; such acts include the administration of treatments and medications. Worked additional hours in order to meet the needs of patients and families, and maintain continuity of care. Ensured patients passed away with dignity, supported quality of life, controlled pain and provided comfort care.

Alacrity Staffing

Fife, WA

Licensed Practical Nurse

June 2005 – December 2005

Visited patient's homes and provided nursing care according to plan of care in long term and behavioral health facilities. Completed a progress note for each visit, and submitted progress notes to the agency daily. Continually observed and reported the patients nursing needs. Instructs the patient's family in the care of the patient and maintenance of a healthy environment for the patient. Observed, recorded, and reported to the supervising nurse and/or physician the patient's response to treatment and changes in the patient's condition. Performed patient treatment as ordered by the Physician in detoxification facility. Implemented and followed activities required to carry out doctor's orders. Notified the Physician for orders when a patient was admitted and when patient exhibited symptoms of a condition not covered on the orders. Administered medications in accordance with doctor's orders and notes effects in patient's progress notes within two hours of administration in detoxification facility. Assists Physician in rounds, keeping them abreast of each patient's physical and emotional needs. Recorded quantities of all controlled substances at the beginning end of each shift and in the company of oncoming nurse. Signed and dated appropriate control forms

State Resources

Chicago, IL

Licensed Practical Nurse

Sep. 2001- Oct. 2003

Planned and managed patient care according to each patient's needs in behavioral health and long-term care facilities. Interviewed patients and recorded their medical history and physical condition. Obtained patient vital signs, including pulse, blood pressure, temperature, and respiration. Provided routine care for patients. Observed patients' health. Reviewed medical

charts. Communicated with patients and their families. Performed standard diagnostic procedures including EKG, phlebotomy, venipuncture, PFT, and Doppler. Prepared specimens for lab courier. Administered medications. Provided wound care. Prepared and administered injections and/or enemas. Assisted with patient comfort. Monitored catheters and IV sites.

Education

Master's in Public Administration (MPA), 09/2019- 12/2021
The Evergreen State College

Bachelor's Degree (B.A.), 09/2017- 06/2019
The Evergreen State College

Licensed Practical Nurse Certificate, 02/1997- 06/1998
Dawson Technical Institute

Wright College
Phlebotomy and EKG Certificate, 2001