Sherwanda Atkinson

5419 Parkside Dr. SE

Phone: 253-314-7009

Email: [atkinsonw1@yahoo.com](mailto:atkinsonw1@yahoo.com)

Availability:

Job Type: Permanent, Term, Telework

Work Schedule: Full-Time, Part-Time, Shift Work, Intermittent, Job Sharing, Multiple Schedules

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Work Experience:

The Evergreen State College

1210 6th Ave

Tacoma, WA 98405

08/2019- Present

Hours per week: 15

Student Ambassador

Duties, Accomplishments and Related Skills:

Work with diverse groups

Communicate with potential students and answer questions to clarify ambiguity

Attend meeting and offer suggestions for recruitment

Listen, problem solve and provide feedback

Meet and greet potential students, special guests and alumni at various locations

Represent the college in various community and campus events

Utilize social media platforms for meetings, engaging current and potential students

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Work Experience:

David L. Stone Education Center

6242 Colorado Ave

Fort Lewis, WA  98433

04/2019 - 06/2019

Hours per week: 28

Guidance Practicum

Duties, Accomplishments and Related Skills:

Observe and assist service members and dependents with identifying resources to help facilitate academic success for adult learners

Provide list of resources to dependents and service members

Observe and offer feedback to full time staff upon request

Attend Career Skills Program briefing and disburse information to the community

Explain available programs available to service members

Identify service members that require additional resources to full time staff

Answer questions and direct service members to the appropriate counselor to assist with individual needs

Attend staff meetings, provide feedback and assist with accomplishing tasks

Observe education advising for service members

Attend, assist participants and answer question about various career paths

Observe SAT/ ACT procedures and protocol for proper retrieval and shipment

Attend VA education, Apprenticeship Counseling and seminars

Observe Army Personnel Testing and College Career Readiness Enhancement department

Meet, greet and obtain information and resources from visiting colleges to disburse to the community

Attend, participate and assist with workshops to include, Passport to Education, Career Exploration and Military Passports

Attend WARTAC briefings to encourage service members to apply and serve again

Supervisor: Geraldine Hester (253) 967- 2227

Okay to contact this Supervisor: Yes

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The Evergreen State College

1210 6th Ave

Tacoma, WA  98405

06/2018 - 06/2019

Hours per week: 20

Student & Activities Event Coordinator

Duties, Accomplishments and Related Skills:

Schedule, plan, develop, budget, coordinate and execute all events on- site and off - campus

Coordinate audiovisual, printing, sound system, and other related technological requirements of each event

Expensive research of venues, maintain event calendar, design and edit all printed material

Prepare materials for meetings

Provide and inclusive environment for students and families while boosting morale

Initiated program to eliminate food insecurities on campus, ensured all students had free hot meal while on campus

Assisted with on- campus food pantry

Purchased equipment to ensure all foods were stored properly according to Charity Food Donations guidelines

Supervisor: Jeannette Smith (360) 867-6220

Okay to contact this Supervisor: Yes

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Tacoma Area Literacy Council (TALC)

Box 7210

Tacoma, WA  98417-0210 United States

03/2019 - Present

Hours per week: 2

English Tutor

Duties, Accomplishments and Related Skills:

Assist with Basic English skills required to function

Focus and assess individual needs and prepare curriculum

Supervisor: Lind (253) 272-2471

Okay to contact this Supervisor: Yes

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American Language School

Tokyo

Tokyo, Tokyo Japan

06/2013 - 06/2016

Hours per week: 50

English Language Learner Teacher

Duties, Accomplishments and Related Skills:

Develop and implement adequate instruction for learners from age 4 to 65

Assisted students with conversational and written English, test preparation for TOEFL, translating Nuclear Engineer briefings for summits

Provide education about American customs and etiquette

Purchased additional material to supplement and ensure learning objectives were met

Supervisor: Mr. Sato 81-011- 080-124-34802

Okay to contact this Supervisor: Yes

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Army Community Services

Camp Zama

Camp Zama

Camp Zama, Tokyo Japan

06/2013 - 08/2014

Hours per week: 25

Volunteer

Duties, Accomplishments and Related Skills:

Assist with coordinating Newcomers Orientation monthly briefings

Refer customers to appropriate internal and external agency based on the situation

Explain and assist new family and service members to the installation and local opportunities

Participate in the Army and Family Action Plan (AFAP) which included voting and shaping the standard of living for family members and service members

Assist newcomers during tour of the transportation system, obtaining directions and paying with foreign currency during the orientation to local town

Assist with identifying social problems and assist service members, civilian employees and dependents through services and programs to meet community and family needs

Assist with inventory and disbursement of household items in the Lending Closest until household goods were obtained

Assist with quality of life service programs overseas to prevent adjustment dilemmas

Assist families and the (DOD) civilian employees in managing the competing demands of the military and family issues

Supervisor: Yolanda Hingel 81-011- 080-408-83748

Okay to contact this Supervisor: Yes

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Madigan Army Medical Center

9040 Jackson Ave.

Tacoma, WA  98431

01/2017 - 06/2018

Hours per week: 40

Licensed Practical Nurse

Duties, Accomplishments and Related Skills:

Obtain information from patient and/or family to identify major complaints, symptoms, or reason for seeking health care. Offer options and course of actions to resolve patient concerns.

Take vital signs (blood pressure, temperature, pulse, respiration, pain level, height, weight, measurement of head circumference and length); perform a behavioral health screening utilizing GAD- 7 and PHQ-9 Questionnaire.

Provide individualized nursing care to patients of all ages based upon the physician's medical plan, the nursing assessment and the physical, mental and emotional needs of the patient.

Call and correspond with civilian medical treatment facilities to request various documents for patients to continue with care at Military Medical Treatment Facility. Copy, scan, print, email, return patient phone calls and act as liaison between patients and providers.

Assist physician with various examinations and diagnostic procedures. Interview soldiers and their families and refer them to appropriate service providers and agencies. Provide administrative support, gather and organize data and information.

Screen and review immunization records to select required immunizations, correct dosages, and administer oral, intradermal, subcutaneous, intramuscular immunizations to all age groups.

Perform teaching to patients and/or family regarding self-care procedures and document teaching with administrative Licensed Practical Nurse skills.

Educate beneficiaries on the consult tracking procedures.

Collaborate with mental health providers, physicians, nurse practitioner, other case managers, and with any other appropriate multidisciplinary team members to ensure appropriate utilization of mental health care resources.

Facilitate information regarding civilian and military resources to include Military One Source and MFLAC.

Provide comprehensive care plan explaining discharge instructions during the process, maintaining communication with soldier or family member.

Provide aid and advocacy to victims of abuse and raise awareness regarding domestic violence.

Supervisor: Maj Kalis (253) 968- 4606

Okay to contact this Supervisor: Yes

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Zama Middle School

Unit 45005

APO AP 96343-5005, Kanagawa Japan

09/2013 - 06/2016

Hours per week: 35

Substitute Teacher/ Nurse

Duties, Accomplishments and Related Skills:

Ensure plans and activities are incorporated and observe needs of the individual children and youth. Implement activities and special events that meet the physical, social, emotional and cognitive needs of children and youth. Incorporate special instructions provided by parents such as special dietary needs, physical needs, or other information that may affect the child or youth’s experience. Prepares and implement options for children and youth with special requirements. Demonstrates, instructs, leads and facilitate planned and spontaneous activities. Role models developmentally appropriate practice and classroom or activity area management techniques. Promotes and models safety, fitness, and health and nutrition practices. Helps prepare, arrange and maintain indoor and outdoor activity areas and materials. Inventories equipment on a recurring basis and recommends replenishing damaged, missing and depleted supplies. Plans, organizes, and presents information and instruction which helps students learn subject matter and skills that will contribute to their educational and social development; has an instruction which is compatible with the school and system-wide curricular goals; interacts effectively with students, co-workers, and parents; carries out non-instructional duties as assigned and/or as needed; adheres to established laws, policies, rules, and regulations; and follows a plan for professional development.

Obtain information from patient and/or family to identify major complaints, symptoms, or reason for seeking health care. Offer options and course of actions to resolve patient concerns. Referred military dependents with resources and appropriate agencies

Supervisor: Dr. D’Angelo **011**-81-46-407-3181

Okay to contact this supervisor: Yes

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US Army MEDDAC-Japan

Unit 45013

Building #704

Zama City, Japan

06/2013 - 12/2013

Hours per week: 20

Volunteer

Duties, Accomplishments and Related Skills:

Assist RN with organizing and scheduling appointments for service members and dependents with EFMP status

Consult with RN provide comprehensive and coordinated community support, housing, educational, medical, and personnel services worldwide to U.S. military families

Prioritized and ensured service members were noticed of determination in a timely manner

Participant on the Advisory Board to determine needs of patients and community

Supervisor: Ms. Robles 81-011-46-407-4127

Okay to contact this Supervisor: Yes

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Brooke Army Medical Center (SAMMC)

3551 Rogers Dr.

Fort Sam Houston, TX  78234 United States

03/2012 - 06/2012

Hours per week: 40

Licensed Practical Nurse

Duties, Accomplishments and Related Skills:

Perform or assist in the performance of several specialized medical and minor surgical procedures. Prepare patients for the procedures. Monitor vital signs. Perform procedures such as electrocardiograms (EKGs), urinary catheterizations, as needed. Administer prescribed medications. Observe and promptly notify nurse and/or physician of adverse physical and emotional reactions to the medications Perform emergency procedures. Recognize the nature of emergencies and provides first aid in accordance with emergency protocols.

Perform cardiopulmonary resuscitation (CPR) when needed. Conduct patient and family teaching. Teach patients and family members how patients should perform simple tests for themselves.

Provide solutions to patients and family members regarding their rights in the military system.

Supervisor: Esther Sutton (210) 916- 0321

Okay to contact this Supervisor: Yes

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Kenmark Medical

121 Interpark Blvd

San Antonio, TX  78216 United States

09/2010 - 06/2012

Hours per week: 40

Hospice nurse

Duties, Accomplishments and Related Skills:

Provide end-of-life care and hospice services to patients in their home or community setting. Assist in planning for the patient's and family’s care under the direction of the RN. Provide skilled nursing care as directed by the RN and as described in the interdisciplinary plan of care and will reinforce appropriate care techniques.

Supervisor: Nancy Austing (210) 949-1221

Okay to contact this Supervisor: Yes

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Maxim Staffing

2200 21st Ave S

Nashville, TN  37212 United States

06/2008 - 06/2009

Hours per week: 40

Licensed Practical Nurse

Duties, Accomplishments and Related Skills:

Provide care to patients in clinics, mental health and long-term care facilities. Order prescribed medications. Sign for receipt of medication. Monitor patients in mental health facilities using 15-minute checks to ensure safety. Report and document adverse reactions. Supervised nurse aides and assistants.

Supervisor: Lauren (615) 383- 6098

Okay to contact this Supervisor: Yes

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Season's Hospice

606 Potter Rd

Des Plaines, IL  60016 United States

04/2007 - 10/2007

Hours per week: 36

Hospice nurse

Duties, Accomplishments and Related Skills:

Maintain comfort and quality of life for those diagnosed with terminal diseases. Work in private homes, residential care facilities, nursing centers and other hospice environments. Provide compassion communication with patients and their families. Notify families and doctors about changes in patient’s conditions. Administer medication and monitor vital signs.

Supervisor: LaVergne (847) 759- 9449

Okay to contact this Supervisor: Yes

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Vita's Hospice

580 WatersEdge Dr.

Lombard, IL  60148 United States

01/2006 - 04/2007

Hours per week: 36

Hospice nurse

Duties, Accomplishments and Related Skills:

Administer medication to terminally ill patients in various health care and home settings. Ensure patient remain pain free and comfortable during end of life. Act as liaison between family and doctor. Assess, observe and record symptoms. Evaluate nursing intervention outcomes and consult with health care team as necessary.

Supervisor: Jennifer Bush (630) 495-8484

Okay to contact this Supervisor: Yes

Lincoln Elementary School

4718 Polk Rd

Fort Campbell, KY 42223

Hours worked: 20

Volunteer, Vice – President, Parent – Teacher Association

Coordinate and plan activities and fundraisers in the community

Plan, build strong relationship between parents and teachers

Fundraise to cover expenses to benefit the school and students

Closed business

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Madigan Army Medical Center

9040 Jackson Ave.

Joint Base Lewis-McChord, WA  98431

10/2005 - 12/2005

Hours per week: 40

Licensed Practical Nurse

Duties, Accomplishments and Related Skills:

Provided preventive care so patients could manage their illness and disease

Scheduled routine care, follow up appointments, screenings, classes and called patients to remind them about upcoming tests and how to prepare for them

Introduced patients to pharmacist and allowed them the opportunity to speak one on one and ask questions Developed strategies to prevent risk factors and unhealthy behaviors. Identified people who currently had risk factors for various diseases.

Supervisor: Dana Block (253) 968- 1110

Okay to contact this Supervisor: Yes

The Salvation Army Head Start

4800 N. Marine Dr.

Chicago, IL 60640

President, Parent- Teacher Association

08/2001- 06/2002

Hours per week: 15

Volunteer- President of Parent -Teacher Association

Closed business

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Education:

The Evergreen State College Tacoma, WA

Master’s degree currently enrolled

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The Evergreen State College Tacoma, WA

Bachelor's Degree 06/2019

Major: Social Science Minor:

Relevant Coursework, Licenses and Certifications:

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St Phillips College San Antonio, TX United States

Some College Coursework Completed 05/2010

GPA: 3.25 of a maximum 4.0

Credits Earned: 12 Semester hours

Major: LVN to RN Mobility

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Joliet Junior College Joliet, IL United States

Some College Coursework Completed 12/2006

GPA: 3.69 of a maximum 4.0

Credits Earned: 8 Semester hours

Major: General Education

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Pierce College Lakewood, WA United States

Some College Coursework Completed 05/2005

GPA: 2.8 of a maximum 4.0

Credits Earned: 5 Quarter hours

Major: General Education

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Harry S. Truman College Chicago, IL United States

Some High School Coursework 06/2002

GPA: 3.0 of a maximum 4.0

Credits Earned: 3 Semester hours

Major: General Education

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Kennedy- King College Chicago, IL United States

Technical or Occupational Certificate 06/1998

GPA: 2.58 of a maximum 4.0

Credits Earned: 62 Semester hours

Major: Nursing

Relevant Coursework, Licenses and Certifications:

Completed training as a Licensed Practical Nurse. Obtained CPR, phlebotomy, And EKG certifications.

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Malcolm X College Chicago, IL United States

Some College Coursework Completed 09/1996

GPA: 3.30 of a maximum 4.0

Credits Earned: 20 Semester hours

Major: General Education Requirements

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Oakton Community College Des Plaines, IL United States

Some College Coursework Completed 06/1996

GPA: 2.69 of a maximum 4.0

Credits Earned: 19 Semester hours

Major: General Education Requirements

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Affiliations:

National Federation of Licensed Practical Nurse - Member

National Association for Practical Nurse Education and Services - Member

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References:

Name    Employer    Title    Phone    Email

April Miller (\*)    Retired     Counselor (773) 279-8474    [aprmil@gmail.com](mailto:aprmil@gmail.com)

Nancy Austing (\*)        Human Resources Director (210)627-3951    [nausting1@yahoo.com](mailto:nausting1@yahoo.com)