

# ROCHELLE TURNER

## Objective

*To obtain a full time/ part time position while attending school to become a registered nurse.*

## Experience

08/2012 - now

*The Pour House*

Chico, CA

### *Server*

- *Great and seat customer*
- *Place order in timely fashion*
- *Make drinks for customers and other team members.*
- *Run food, maintain cleanliness of store, stock, prep, assist other team members*
- *Ensure customers are enjoying their food and experience.*
- *Help with To-go, banquets, buss tables, dishes or any tasks needed.*

03/2010- 08/2012

*Chili's Bar and Grill*

Chico, CA

### *Bartender/ Server /MA/QA*

- *Greet and seat customers*
- *Place orders in timely fashion*
- *Make drinks for other team members and my guest*
- *Help run food, maintain cleanliness of store, and assist other team members.*
- *Make sure guest experience at chili's is the greatest experience*
- *Do table touches as MA, help all team members with voids, comps, processing payments.*
- *Set trays up with food to be ran.*

11/2007-03/2010

*Chili's Bar and Grill*

Sacramento, CA

### *Bartender/ server*

- *Greet and seat customers*
- *Place orders in timely fashion*
- *Make drinks for other team members and my guest*
- *Help run food, maintain cleanliness of store, and assist other team members.*
- *Make sure guest experience at chili's is the greatest experience*
- *Set trays up with food to be ran.*

# **ROCHELLE TURNER**

08/2006-11/2007

*Timothy Jackson DC, Ted Sneed PhD*

*Carmichael, CA*

## ***Office manager***

- Schedule appointment- both doctors
- Insurance billing and follow up on denied claims, billing patients.
- Phones, fax, filing, cleaning office
- Collecting co-pay's from patients.
- Insurance authorizations for chiropractic benefits and mental health

4/2001-6/2006

*Sutter Memorial Hospital*

*Sacramento, CA*

## ***Scheduling coordinator, surgical services/ unit secretary/ nursing asst.***

- Scheduling surgical procedures for all types of services.
- Ensuring Surgeon/ Department needs are met both efficiently and effectively for patient safety.
- Answering multi-line phone. Calls ranging from emergency surgeries to floors needing supplies.
- Utilizing computer system to change for surgical procedure and supplies used in cases, preparing logs for tracking records.
- Coordinating emergency cases for the evening. (Staff, supplies, floors, etc.)
- Help patients with daily activities (hygiene, food intake, ambulation, activities and other tasks delegated by the RN.)
- Prepare patients for open-heart surgery (shower, shave).
- Take doctor orders off chart and entering them into the computer, filing, answering multi-line phone, copies.

## ***Education***

- *Butte College CNA program, 2013*
- *Los Rios Community College*
  - General education classes required for the RN program.
  - Graduated from *Summerville High School, Tucumcari, CA 1998.*
  - *Somora High ROP program, to obtain CNA license.*

## ***References***

<i>Andrea Lembach</i>	916-524-3535
<i>Scott Meier</i>	916-929-5838
<i>Emily Ross</i>	702-374-4674
<i>Jolene Fagerle</i>	916-247-4556