

# Jordan Toole

Greenwood, MS 38930

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6622999523

Authorized to work in the US for any employer

Willing to relocate: Anywhere

Authorized to work in the US for any employer

## Work Experience

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### **COVID-19 Compliance Officer, CCO**

Complete Health Partners - Greenwood, MS

January 2021 to April 2021

As COVID-19 Compliance Officer, I was responsible for daily COVID testing of all cast, crew, & production team members while filming of the upcoming ABC limited series, "Women of the Movement" Season 1. Rapid testing as well as PCR lab testing were performed, depending on the Zone Testing Schedule implemented throughout filming. It was a strict requirement as CCO to consistently update in real-time, the live grid that listed each production/cast/crew member, their individual Zone Testing schedule, as well as all COVID-19 test results. It was required of the CCO to run all rapid tests & input results into grid. Finally, the CCO team prepared weekly lab order entries & shipment preparation of PCR tests to be sent to laboratory.

### **Licensed Practical Nurse II - IV Certified**

Ruleville Nursing & Rehabilitation - Ruleville, MS

March 2020 to January 2021

Medication Cart Nurse

### **Licensed Practical Nurse II - IV Certified**

Riverview Nursing & Rehabilitation - Greenwood, MS

September 2019 to February 2020

Medication Cart Nurse

### **Licensed Practical Nurse II - IV Certified**

Greenwood Leflore Hospital - Emergency Room Fast Track - Greenwood, MS

August 2017 to August 2019

Proficient in venipuncture, Peripheral IV insertion, IV fluid maintenance, performing EKG's, IM/subcutaneous injections including vaccinations, & nasal swabbing for Influenza &/or COVID-19 as well as throat swabbing for strep throat testing. Experienced & comfortable operating Electronic Health Records.

## Education

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### **LPN II**

Mississippi Delta Community College - Moorhead, MS

August 2016 to July 2017

### **Some College in Biological Sciences**

Mississippi State University - Starkville, MS

August 2010 to December 2012

### **High School Diploma**

Pillow Academy - Greenwood, MS

August 2004 to May 2010

## Nursing Licenses

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### **PN**

Expires: December 2021

State: MS

## Skills

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- Venipuncture (3 years)
- IV Therapy (3 years)
- EKG (2 years)
- Injections (3 years)
- LPN (4 years)
- Vital signs
- Medication Administration
- EMR Systems
- Microsoft Office
- Patient Care
- Laboratory Experience
- Nursing

## Awards

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### **Academic Achievement Award**

May 2017

Mississippi Delta Community College - LPN Program

## Certifications and Licenses

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### **Basic Life Support (BLS)**

September 2019 to September 2021

### **IV Certification**

July 2017 to December 2021

### **Licensed Practical Nurse II**

August 2017 to December 2021

### **COVID-19 Awareness Certification**

Present

### **Safe Sets COVID-19 Certification**

June 2021 to Present

for the film & production industry.

## Assessments

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### **Electronic health records: Best practices — Highly Proficient**

January 2021

Knowledge of EHR data, associated privacy regulations, and best practices for EHR use

Full results: [Highly Proficient](#)

Indeed Assessments provides skills tests that are not indicative of a license or certification, or continued development in any professional field.

## Groups

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### **Kappa Delta Sorority**

August 2010 to Present

## Additional Information

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### References:

- Larry Lodge - Supervisor/Testing Coordinator - Complete Health Partners - Nashville, TN - (765) 238-2709
- Kelley Rice - Chief Operating Officer COO - Complete Health Partners - Nashville, TN - (629) 203-7858
- Stephanie Hodnett - Family Nurse Practitioner - Cleveland, MS - (662) 719-6778