

Kaela James

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EDUCATION:

The Ohio of State University | August 2017 – Present

- Bachelor of Science in Nursing
 - GPA: 3.9/4.0
- Mount Leadership Society Scholars | Alumni Relations Committee Member
- Kappa Alpha Theta | New Member Director
- BuckeyeThon | Greek Life Coordinator

Miamisburg High School | August 2013 – May 2017

- Academics: GPA: 4.2, Honor Roll, AP curriculum
- Involvement: National Honor Society, Student Government Senator, Interact Club, Young Life, Spirit Club

WORK EXPERIENCE:

Ohio Union, Columbus, OH | August 2018 – Present

Administrative Assistant

- Coordinates event venues and logistics
- Assists with client needs
- Works closely with the event planning team
- Helps managers as needed

Dayton Children's Hospital, Dayton, OH | May 2017 – Present

Patient Care Assistant

- Implement evidence-based interventions that positively influence health status
- Monitor and chart vital signs to provide effective and individualized care
- Performs routine clinical skills for patient care
- Responsible for patient flow, stocking of rooms, ordering of tests and supplies
- Interacts with other department personnel to maintain quality customer service
- Dedicated to being a member of the collaborative practice team
- Renders care in accordance with the Standards of Care and Standards of Practice

Elé Cake Company, West Carrollton, OH | December 2016 – August 2017

Treats Associate

- Iced and decorated cupcakes and other treats to fill customer orders
- Restocked store products as needed
- Packaged to-go order items into bags and boxes ensuring accuracy of customer orders
- Followed procedures for safe food preparation, assembly and presentation
- Maintained a high degree of cleanliness

Bravo, Miamisburg, OH | August 2016 – April 2017

Hostess

- Greeted and seated guests
- Processed and gathered carry out orders
- Received phone calls and scheduled reservations
- Prepared tables for large parties

COMMUNITY SERVICE:

Camp Christian Volunteer, Delaware, OH | 2009 – 2016

Sycamore Medical Center | May 2016 - August 2016

Youth-At-The-Booth, Miamisburg, OH | November 2016

Kinder Elementary School | January 2017 – May 2017

Dayton Children's Hospital | May 2017 – August 2017

Buck-I-Serve, Habitat for Humanity | December 2017

Broad Street Food Pantry | August 2018 - Present