

# Jennifer M. Williams

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## EDUCATION

### **Harding University College of Nursing (8/2001–12/2004)**

Bachelor of Science in Nursing

Health Care Missions minor

Participated in relevant courses including Leadership, Ethics, Research, Medical-Surgical Nursing, Community Health, Women's Health, Pediatrics, Geriatrics, and Psychiatric Health

## EXPERIENCE

### **Harding University Nursing Resource Coordinator and Lab Instructor (8/2023-present)**

Managing our test-taking and recording software; Working on a team to run clinical simulations for nursing students using high fidelity mannequins for multiple lab courses and professors; Using software to program custom simulation scenarios each semester; Inventorying and ordering supplies for the lab, classrooms, and professors; Training and managing new simulation lab workers (students and staff); Helping with instruction in lab courses as needed

### **Harding University Nursing Simulation Lab Staff (8/2020–8/2023)**

Working on a team to run clinical simulations for nursing students using high fidelity mannequins for multiple lab courses and professors; Using software to program custom simulation scenarios each semester; Inventorying and ordering supplies for the lab, classrooms, and professors; Training and managing new simulation lab workers (students and staff)

### **Student Ministries Administrative Assistant (8/2022–7/2023)**

Supporting Youth and Children's Ministers in a 2,000+ congregation with administrative tasks; Tasks include running background checks, managing volunteers and their schedules across multiple ministries, making youth trip arrangements (hotel rooms, food prep, airline accommodations, etc.), generating and distributing curriculum, event planning, and managing payments and invoices for events

### **Multiple RN Positions:**

#### **RN, Inpatient Rehabilitation (8/2021–2/2022)**

Unity Hospital, Searcy, AR

#### **RN, Hospice Nurse (1/2007–7/2008)**

Partners Hospice, Boston, MA

#### **RN Case Manager (7/2006–12/2006)**

VistaCare Hospice, Westwood, MA

#### **RN, Medical/Surgical Unit (6/2005–6/2006)**

North Hills Hospital, North Richland Hills, TX

#### **RN, Observation Unit (2/2005–5/2005)**

White County Hospital, Searcy, AR

## ADDITIONAL EXPERIENCE, ACTIVITIES, AND HONORS

- Member of Sigma Theta Tau International
- Receptionist/secretary at North Hills Medical Offices: maintaining detailed filing systems and multiple physician scheduling
- Hospice Liaison: selected as Partners Hospice independent liaison for Massachusetts General Hospital
- Selected to train for a specialty unit in Bariatrics
- Offered a supervisory position as a Charge Nurse at North Hills Hospital