

Nancy Spaulding

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Career Overview

Creative and detail-oriented, and adept at multi-tasking with a positive attitude.
Able to work well independently, or as a member of a team to bring projects to completion with efficiency and accuracy.

Certifications

Adobe Certified Associate

- Visual Communication using Adobe Photoshop CS6 (06/01/2015)
- Adobe Illustrator CS5 Fundamentals (Learn Key) (04/04/2016)

Microsoft Office Specialist

- Microsoft Office Outlook 2013 (Cert # F652-1619) (04/13/2016)
- Microsoft Office PowerPoint 2013 (Cert # F442-9595) (04/13/2016)
- Microsoft Office Word 2010 (Cert # F442-9596) (05/01/2014)

IC3 Digital Literacy Certification-Global Standard

- IC3 Key Applications -Global Standard 4 (10/16/2014)
- IC3 Living Online -Global Standard 4 (10/16/2014)
- IC3 Computing Fundamentals -Global Standard 4 (10/10/2014)

Work Experience/Education

January 2013 to
Current

Southern New Hampshire University NH Student

- Enrolled half-time in BA Graphic Design and Media Arts (BA.GDM) program. 24 Credit hours remaining until completion of Bachelor's Degree.

December 2012 to
January 2013

Vermont Technical College/CCV Student

- Enrolled half time in History of Diseases and Statistics.
- Vermont Technical College-NEK Extended Campus in Newport, VT and Community College of Vermont-Newport, VT: Enrolled half time in Bioethics and Technical Communications.

August 2012 to
December 2012

North Country Hospital Newport, VT

Student Nurse/Clinical Rotations

- Worked under the supervision of an RN providing assigned bedside care, treatment and clinical documentation for patients in local nursing home, on Medical-Surgical floors, ICU, Maternal Child Unit, as well as Mental Health OBGYN, and Pediatrics Rotations.
- Handled medication administration, dressing changes, and all other aspects of nursing care (within the scope of practice of an LPN in the state of VT).
- Reported any assessments or symptoms that warranted further attention to the RN in charge.
- For instance, unsafe drops in blood pressure after or before medication administration, or any symptoms that could indicate serious complications after surgeries, CVAs, MI's, etc.
- Prepared chart notes and other documentation (Paragon); and participated on interdisciplinary team when called upon to do so.

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clinical documentation for patients in local nursing home, on Medical-Surgical floors, ICU, Maternal Child Unit, as well as Mental Health OBGYN, and Pediatrics Rotations.

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September 2009 to
August 2011

Community College of Vermont

Newport, VT

Student

Allied Health Program and preparation for transfer to Vermont Technical College's Nursing Program

March 2008 to
September 2009

United States Postal Service

Part Time Flexible Clerk

- United States Post Office in Orleans, VT, and Derby Line, VT.
- Worked full-time (Derby Line) completing a variety of post-office tasks, including sorting mail into post office boxes and bags for delivery, receiving packages and selling stamps, money orders, and passports.
- Also occasionally commuted working split-shifts between 2 post offices (Derby line and Orleans Post Offices).
- Drove USPS Mail truck in Orleans to deliver mail within town limits.
- Also walked 6 mile route hand-delivering mail in town of Orleans, as well as working the counter receiving mail, processing money orders, etc.
- Was always on time and up to date on training, excellent interpersonal skills, developed rapport with individuals as well as local businesses,.
- Responsible for ensuring the safety of the customers, the mail and the facility, as well as opening and closing the office for businesses.

March 2004 to
March 2008

Vermont Heirlooms

Owner, Operator

- Owned and operated Long arm Machine Quilting Business out of Studio at home.
- Took Gammill Longarm Quilting Classes out Of Randolph, VT .Conducted craft fairs at Jay Peak Resort, and at the VA Hospital in White River Junction.
- Sold merchandise through local retailers on Main Street in Newport, VT as well as Derby Line, VT.
- Responsible for designing and creating all products for company to include all sizes of Quilts and Shams, Quilted Tote Bags, Art Quilts, Clothing, Table Accessories such as Runners, Placemats, and Napkins.
- Regularly took orders from customers and maintained professional standards in all work, delivery and received feedback that positively influenced business.
- Developed a rapport with businesses and customers of being reliable and trustworthy.

November 2000 to
June 2003

United States Air Force

Air Traffic Controller

- Controls and regulates en route and terminal air traffic.
- Initiates and issues ATC clearances, instructions, and advisories to ensure the safe, orderly, and expeditious flow of air traffic operating under instrument and visual flight rules.
- Plans, organizes, directs, inspects, and evaluates ATC activities.
- Acquired Specific knowledge on ATC principles and procedures; flight characteristics of aircraft; International Civil Aviation Organization and United States Federal and Military Air Directives; use of aeronautical charts, maps, and publications; interpretation, use, and limitations of ATC radar; use of ATC communications systems and navigational aids; and fundamentals of meteorology.

Full Time Active Duty Air Force

- Played an integral role in ensuring the health and well-being of all military personnel on base.
- Responsible for surveying and evaluating workplace environments and recommending any necessary changes.
- Duties included: Collecting samples (Water, Air, Chemical, etc.) to evaluate and plan direction of action if needed Evaluating hazards, such as exposure to toxic material (all Hazardous Materials Responses on Base) Monitoring disposal of hazardous material Used specialized survey instruments and equipment to conduct evaluations test for hazardous materials, monitor levels, etc.
- Responsible for monitoring WBGT for entire base (as well as amending/rewriting plan for doing so - which set flag limits for exposure in high heat to help ensure the safety of all airmen on base.

Academic Background

2012	<p>Vermont Technical College Newport, VT Certificate of Practical Nursing (LPN) Nursing Program NEK Extended Campus (06/2012)</p>
2011	<p>Community College of Vermont Newport, VT Certificate of Allied Health (05/2011)</p>
2010	<p>Community College of Vermont Newport, VT Degree Associate of Arts (06/2010)</p>
2002	<p>United States Air Force School of Aerospace Medicine Brooks AFB San Antonio, TX Bioenvironmental Engineering Hazardous Materials Incident Response Operations (USAFSAM)-Bioenvironmental Engineering Apprentice (B3ABY4B031) 08/16/02</p>
2001	<p>Community College of the Air Force Air Traffic Control Specialist 81st Training Group Keesler AFB, Biloxi, MS: Course E3ABR1C131 000, Air Traffic Control Operations Apprentice, (576 Hours CCAF: 24 HRS,0 5/04/01)</p>
1992	<p>Arkoma High School Arkoma, OK College Preparatory High School Diploma GPA: National Honor Society-4 years, Future Homemakers of America-4 years, Future Business Leaders of America- 4 years, Salutatorian, Student of Today Award</p> <ul style="list-style-type: none"> • National Honor Society-4 years • Future Homemakers of America-4 years • Future Business Leaders of America- 4 years • Salutatorian • Student of Today Award
1991	<p>Carl Albert State College Poteau, OK Upward Bound Program Earned 15 Credit Hours (08/1991)</p>
1990	<p>University of Arkansas</p>

Fort Smith, AR
General Studies
NHS Beta Scholarship 6 Credit Hours (08/1990)

Awards

- Certificate of Appreciation for augmenting during Operation Enduring Freedom (35th Security Forces Squadron-Davis Monthan Air Force Base-Tucson, AZ)
 - Letter of Appreciation - Air Fest '02 (959th Medical Wing, Lackland Air Force Base-San Antonio, TX)
 - Letter of Appreciation -From American Red Cross (South-Central TX Flood Relief-San Antonio, TX)
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Affiliations

- Student Member of American Nurses Association (11/2011)
- Student Member of NAPNES (12/2011)