

KC / KIRI CHOATE

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WORK HISTORY

Chickasaw Nation – Communications-Research Specialist

Ada, Oklahoma
09/2022 - Current

- Communicated effectively with faculty and staff.
- Research many archived documents in several different areas of the internet and web links. Cite different types of documents under several formats.

Chickasaw Nation Medical Center - LPN II

Ada, OK
10/2015 - 10/2016

- Documented accurate and complete patient information to address patient problems and expected outcomes; assisted with admissions, appointments, transfers, and discharges.
- Gathered lab specimens, ordered testing and interpreted results to diagnose patients.
- Performed routine evaluations of each patient's status, needs and preferences.
- Obtained patient vital signs and input/output measurements from inpatients.

Chickasaw Nation - Administrative Support Pool - Administrative Support Clerk

Ada, Oklahoma
10/2014 - 10/2015

- Provided quality clerical support through data entry, document management, email correspondence and overseeing operation of office equipment.
- Interacted with customers by phone, email, or in-person to provide information.
- Received and routed business correspondence to correct departments and staff members.
- Drafted professional memos, letters and marketing copy to support business objectives and growth.

SKILLS

- Proficient in Microsoft Suite
- Multitasking Abilities
- Excellent Communication
- Teamwork and Collaboration
- Attention to Detail
- Flexible and Adaptable
- Self-Motivated
- Decision-Making

EDUCATION

East Central University

Ada, OK
05/2022

Bachelor of Arts

Theatre

CERTIFICATIONS

- Certified Licensed Practical Nurse, Pontotoc Technology Center - obtained 09/2014