

Jennifer M. Manley

Education

1993 - 1997 Lexington Community College
Lexington, KY

Associates of Applied Science in Nursing

2008 to 2009 Indian Wesleyan University
Lexington, KY

Bachelors of Science in Nursing

Professional experience

2019-2020 University of Kentucky College of Nursing Lexington, KY

Part Time Associate Professor

Assist teaching NUR203 lab to incoming sophomores. This class is the beginning of teaching the nursing students how to assess each system individually as well as teaching them a comprehensive basic assessment. Each week is comprised of a short demonstration followed by self led practice with oversight by professors.

2014-2018 Southland Christian Church Nicholasville, KY

Communications Project Coordinator – Central Support for all Campuses

Utilizing Project Management principles, responsible for managing communications projects for all campuses (4) of Southland Christian Church. While directly reporting to the Communications Director, I serve as the coordinator for a small Communications Team made up of Graphic Designers, Web Designers and Web Developers. I coordinate details, timelines, and allocate resources to complete projects on time, within scope, and under budget. I am responsible for monitoring alignment and consistency with defined project objectives while ensuring the end product meets established standards for Southland. Coordinates all outside vendor communications and project management such as printing, interior building signage, exterior building/property signage and Southland merchandise sold to the public. As a member of the central support team, I am responsible for supporting departments across all church campuses with conference and event planning, while implementing communications strategies. In the performance of my job duties, I utilize FLOW Task Management System, INTACT Requisition system, Google Office Suite, Adobe Creative Suite and Microsoft Office.

2012-2014 Southland Christian Church Nicholasville, KY

Formation Team Administrative Assistant – Lexington Campus

As the Administrative Assistant for the new Lexington Campus Formation team, I was responsible for assisting with organization of all systems and

processes and assuring that they were in place for the launch of the new multi-million dollar Southland Christian Church Lexington campus. I assisted with recruitment, training and scheduling of new Formation team volunteers, Life Group formation launches and Leader training and served as weekend Connection Team Leader. I served on the teaching team for a new guest "Welcome to Southland" class as well as managed Connection Point forms and the follow-up processes. In the absence of other Formation Team members (illness/vacation), I perform other duties as assigned.

2009-2012

Connection Team Administrative Assistant - Nicholasville Campus

As a member of the Connection Team, I was responsible for administrative tasks duties including leading the Life Group formation processes and Life Group community group launches. As a Staff Connection Team Leader for weekend services, I was responsible for assuring that the Connection Ministry (including Guest Services and Prayer Team) had adequate volunteer coverage for each service. As a member of the Connection Team, I assisted in planning Volunteer Appreciation events, multi-campus Pond Baptisms, various 608 college-age connection events and provided assistance for any other team events.

2007-2009 Bluegrass Community & Technical College Lexington, KY
Part-time Adjunct Faculty

Worked with the ADN program to teach OB clinicals to second year nursing students and I also assisted with instruction in Skills lab as needed.

2003–2009 Central Baptist Hospital Lexington, KY
Staff Nurse

Labor & Delivery – Resource Nurse & Staff Nurse. Performs patient care and related functions on very high volume Labor & Delivery unit, utilizing a team-nursing model.

1999 – 2002 Northeast Georgia Medical Ctr. Gainesville, GA
Staff Nurse

Labor & Delivery - Staff Nurse. Performs patient care and related functions on 3rd largest Labor & Delivery unit in State of Georgia, utilizing a team-nursing model. Serves on the Watch Child Committee and Special Occasions Committee.

1998 - 1999 Central Baptist Hospital Lexington, KY
Staff Nurse

1998-1999: Mother-Baby Unit – Full-Time Staff Nurse. Performed patient care and related functions on Mother-Baby Postpartum Unit, utilizing a team-nursing model.

1997 - 1998 Central Baptist Hospital Lexington, KY

Nurse Intern/Student Nursing Assistant (SNA)

1997-1998: Telemetry/Post Operative Cardiac Floor (4North) – Intern/SNA. Performed patient care duties under the supervision of a Registered Nurse while functioning as a Nursing Intern/SNA.

1996 - 1997 UK Chandler Medical Center Lexington, KY

Student Nursing Assistant (SNA)

1996-1997: Pediatric Unit – PRN Student Nursing Assistant. Performed patient care and related functions under the direction of a Registered Nurse on the Pediatric Unit.

Current Certifications & Competencies

PMP Project Management Certification
Kentucky Board of Nursing Registered Nurse

References

Personal and Professional references available upon request