

Brenda Hagopian

Kenosha, WI 53142

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Dedicated and compassionate Licensed Practical Nurse with an extensive administrative background, seeking an opportunity to become part of a professional dynamic healthcare environment.

Work Experience

Licensed Practical Nurse

Concentra - Abbott Park, IL

February 2021 to Present

- Administer Covid-19 tests and vaccinations.

Licensed Practical Nurse

Cross Country Medical Staffing Network - Boca Raton, FL

April 2018 to Present

- Per diem assignments and contract work with the following organizations:
 - My Choice Family Care
 - Ascension Health WFHC Terrace at St. Frances
 - Community Care Inc. School Sisters of Notre Dame
 - Community Care Inc. Sisters of St. Francis of Assisi

Licensed Practical Nurse

Oak Park Place - Burlington, WI

October 2019 to March 2021

- Monitors and maintains medication administration, medical records and medical documentation.
- Provides regular support to resident care needs and care related follow-up as appropriate, in both assisted living and memory care units.
- Accurate charting and documentation of resident's activities of daily living, vitals and updates on changes in condition.
- Contributes to the evaluation of the residents response to the current nursing service plan of care.
- Observes changes in resident status, needs or preferences and documents and reports appropriately.
- Maintains communication with care staff and nursing director to ensure quality care for residents.

Assistant Director of Nursing

Primrose Retirement Community - Racine, WI

June 2015 to May 2019

- Participates in assessments and the care planning process of residents, while developing and implementing policies and procedures to ensure the highest degree of quality resident care and safety in accordance with applicable laws and regulations.
- Coordinates with physicians, hospitals, hospice, pharmacies, and other members of the healthcare community for proper treatment and cares of residents.
- Administers medications and treatments per physician's orders.

- Hire, train, supervise, schedule and evaluate work of nursing staff.
- Accurate charting and documentation of resident's activities of daily living, vitals and updates on changes in condition.
- Educates patients and their families on health related issues.

Wheaton Franciscan Healthcare Saint Luke's - Racine, WI

January 2015 to February 2015

Clinical Care Management, Burlington Memorial Hospital - Burlington, WI

October 2014 to November 2014

Clinical Practice, Brookside Care Center - Kenosha, WI

January 2014 to May 2014

Administrative Assistant

Directors Financial Group, Ltd - Lake Forest, IL

January 2002 to May 2006

- Managed and maintained executives' schedule. Prepared agendas, meetings and travel arrangements for staff.
- Organized office operations and procedures, such as daily download of files, bookkeeping, invoicing, preparations of payroll, flow of correspondence, filing and requisition of supplies.
- Anticipated and prepared materials needed by the president for conferences, correspondence, appointments and telephone calls, etc.
- Prepared all quarterly reports, summaries, and statements for clients.
- Responsible for bank reconciliation for company and client accounts.
- Acted as liaison between clients and Charles Schwab.
- Composed letters and memoranda from dictation, verbal direction or from knowledge of company policy and procedures, creating programs and brochures.

Data Entry Operator

Walgreens Corporate - Deerfield, IL

December 1996 to May 2001

- Responsible of the entry of accounts payables such as payment to vendors, customer refunds, tax payments, expense reports, etc.
- Performed routine calculations, postings and verifying duties to maintain accounting records
- Daily general ledger journal entries and bank reconciliation
- Responsible for the daily printing and mailing of checks along with end of day transmission of files

Education

Associates Degree in Practical Nursing

Gateway Technical College - Kenosha, WI

May 2010 to May 2015

Nursing Licenses

PN

Expires: April 2023

State: WI

Skills

- General Ledger Accounting
- Bank Reconciliation
- Journal Entries
- QuickBooks
- Accounts Receivable
- Financial Report Writing
- Memory Care
- General Ledger Reconciliation
- Accounts Payable
- Account Reconciliation
- Office Management
- Auditing
- Payroll
- Nursing
- Bookkeeping
- Microsoft Office
- Behavioral health
- Medical terminology
- Customer service
- Microsoft Excel
- Motivational interviewing
- Computer skills
- EMR systems
- Epic
- Phone triage

Certifications and Licenses

LPN

BLS Certification

LVN

Assessments

Work Style: Conscientiousness — Expert

September 2019

Tendency to be well-organized, rule-abiding, and hard-working.

Full results: [Expert](#)

Patient-Focused Care — Highly Proficient

September 2019

Measures a candidate's ability to address concerns and use sensitivity when responding to needs and feelings of patients.

Full results: [Highly Proficient](#)

Customer Focus & Orientation — Proficient

May 2019

Measures a candidate's ability to respond to customer situations with sensitivity.

Full results: [Proficient](#)

Verbal Communication — Proficient

June 2019

Speaking clearly, correctly, and concisely

Full results: [Proficient](#)

Patient-Focused Care — Highly Proficient

August 2020

Addressing concerns and using sensitivity when responding to needs and feelings of patients

Full results: [Highly Proficient](#)

Indeed Assessments provides skills tests that are not indicative of a license or certification, or continued development in any professional field.