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| --- | --- |
| Name: | Toni Sitar |
| Phone: | +1 (630) 650-3663 |
| Email: | tasitar@gmail.com |
| Location: | US-IL-Roselle-60172 () |
| Last Modified: | 9/17/2019 6:22:29 PM |

 Work History

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| --- | --- | --- |
| Company Name: | Northwestern Medicine Home Health &amp; Hospice | 01/14/2015 - 05/14/2019 |
| Job Title: | Hospice Staff RN | |
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| Company Name: | NORTHWESTERN MEDICINE HOME HEALTH &amp; HOSPICE | 01/14/2013 - 05/14/2019 |
| Job Title: | Hospice Case Manager RN | |
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| Company Name: |  | 01/14/2013 - 01/14/2015 |
| Job Title: | Hospice LPN, Triage Team | |
|  | | |
| Company Name: | SUPERIOR AIR-GROUND AMBULANCE SERVICE, INC. | 01/14/2004 - 12/14/2014 |
| Job Title: | Facility Billing, Accounts Receivable | |
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| Company Name: |  | 01/14/2007 - 12/14/2008 |
| Job Title: | Administrative Assistant, Human Resources | |
|  | | |
| Company Name: | ILLINOIS MEDI-CAR | 01/14/2004 - 01/14/2007 |
| Job Title: | Illinois Medi-car Driver | |
|  | | |
| Company Name: | TENEX CORPORATION | 01/14/1997 - 12/14/2003 |
| Job Title: | Application Programming Manager | |
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 Education

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| --- | --- | --- | --- |
| School: | Purdue University Northwest, School of Nursing | Graduation Date: |  |
| Major: | Nursing/Registered Nurse (RN, ASN, BSN, MSN) | | |
| Degree: | Bachelor's Degree | | |
| School: | College of DuPage, Glen Ellyn, Illinois | Graduation Date: |  |
| Major: |  | | |
| Degree: | Associate Degree | | |
| School: | National Federation of Licensed Practical Nurses Honor Society | Graduation Date: |  |
| Major: |  | | |
| Degree: | Associate Degree | | |

 Additional Skills And Qualifications

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| --- | --- | --- | --- |
| Recent Job Title: | Hospice Case Manager RN | Recent Wage: | 0 per |
| Security Clearance: | No |  |  |

 Desired Position

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| --- | --- | --- | --- |
| Desired Wage: | per | Desired Employment Type: |  |
| Desired Travel: |  | Desired commute: |  |
| Desired Relocation: | No | |  |

 Resume

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| TONI ANN SITAR 155 S. Garden Avenue (630) 650-3663 Roselle, Illinois 60172 tasitar@gmail.com \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  CAREER ACHIEVEMENTS  Providing efficient and reliable nursing care by utilizing my nursing experience and education in a dynamic healthcare setting. Career success has been achieved through hard work, commitment, and ethical behavior. Major strengths are a strong desire to provide compassionate and empathetic care, reliability, calm demeanor during a crisis, enjoy self learning and continuous education opportunities, analytical abilities and team building. Proven record of success in establishing trust and credibility at all levels within an organization as well as with patients and establishing and maintaining strong working relationships.   Experienced in relating well with people from a variety of cultures and socioeconomic conditions.  Diagnosis of patient condition and helping to develop individualized plans of treatment.  Providing at home visits to evaluate patients, determine care requirements, provide education and build positive and supportive relationships.  Providing adaptive nursing care based on each specific case.  Ensuring patients and families are physically and emotionally comfortable.  Participation in new EMT student's skill training.  Establishing strong working relationships with hospitals, nursing homes and hospice personnel from both the transportation and billing aspects.  Developing and implementing policies and procedures to streamline processes, ensure accuracy, and save time.  Expertise in Microsoft Windows and Office PC software and Apple IOS devices.  McKesson and EPIC charting. EPIC super user, assisting fellow colleagues' using software.  PROFESSIONAL EXPERIENCE  NORTHWESTERN MEDICINE HOME HEALTH &amp; HOSPICE, 2013 - May 2019 (formerly CNS Home Health &amp; Hospice) Carol Stream, Illinois  Hospice Case Manager RN March - May 2019  As a Case Manager, I was responsible for managing the primary care of multiple patients. Hospice Staff RN 2015 - May 2019  Responsibilities include admitting new hospice patients, on call patient evaluations, regular weekly patient visits and documentation of all patient care interventions and responses.  Accept and adapt to different social, racial, cultural and religious modes.  Provide hospice nursing services, treatments, and preventive procedures.  Provide education to patients and family members on the plan of care, safety issues, end of life. Hospice LPN, Triage Team 2013 - 2015  Responsibilities include on call patient evaluation and documentation of all patient care interventions and responses.  Making skilled nursing assessments by taking vital signs, evaluating the presence of edema, listening to heart, lung, and bowel sounds, measuring intake and output levels, assessing consciousness and orientation levels; and assessing living arrangements and safety. Order DME equipment as needed.  Patient care including medication administration and wound care.  Educate patient and family on medications, health maintenance, disease process and end of life symptoms allowing them to express concerns in a nonjudgmental, unhurried environment.  Hand off reporting to the patient's case manager and triage supervisor.  TONI ANN SITAR Page 2   SUPERIOR AIR-GROUND AMBULANCE SERVICE, INC. Elmhurst, Illinois 2004 - 2014 Facility Billing, Accounts Receivable 2008 - 2014  Medical billing coding and processing of ambulance transports.  Proficient in rules for billing Medicare, Medicaid, and other insurances.  Trained new hires  Administrative Assistant, Human Resources 2007 - 2008  ILLINOIS MEDI-CAR, Elmhurst, Illinois 2004 - 2007 Illinois Medi-car Driver - Employee of the Year 2005  Most Compliments January, November, and December 2005  Transport ambulatory and wheel chair patients to their destinations throughout the Chicagoland area.  TENEX CORPORATION, Elk Grove Village, Illinois 1997 - 2003 Application Programming Manager  Responsible for the development of corporate financial and manufacturing computer applications.   EDUCATION  Purdue University Northwest, School of Nursing Bachelor of Science in Nursing (BSN) - 12/2016. GPA: 3.8  College of DuPage, Glen Ellyn, Illinois Associate Degree in Nursing (ADN) Practical Nursing Program, Phlebotomy National Federation of Licensed Practical Nurses Honor Society Associate Degree in Information Systems (AAS)   CERTIFICATIONS / LICENSES State of Illinois: Registered Nurse - 041.423800 Exp. 05/31/2020 License Practical Nurse - 043.114276 Exp. 01/31/2015 BLS Provider: 11/1/2018 - 11/2020  Superior Air-Ground Ambulance Service, Inc. Emergency Medical Technician Basic: EMT-B Center for Domestic Preparedness, U.S. Department of Homeland Security FEMA - Weapons of Mass Destruction (WMD) (AWR-160) Additional Courses: Introduction to ICS: ICS 100, National Incident Management System (NIMS): IS- 700.  JCM Institute, Schaumburg, Illinois - CNA  MicroTrain Technologies, Lombard, Illinois - Microsoft Certifications: MCP, MCSA, MCSE, MCDB |