Angie Pollema, RN

Contact Info: [apollema@gmail.com](mailto:apollema@gmail.com)

<https://www.linkedin.com/in/angiepollema>

Registered Nurse at SIOUXLAND UROLOGY ASSOCIATES, P.C.

North Sioux City, South Dakota, United StatesHospital & Health Care

Previous positions

Administrative Assistant at Tyson Foods

Office Manager at Big Brothers Big Sisters of Siouxland

Education

Western Iowa Tech Community College, , Registered Nursing/Registered Nurse

Background

Summary

Registered Nurse

Experience

Registered Nurse

SIOUXLAND UROLOGY ASSOCIATES, P.C.

August 2019 – Present(5 months)Dakota Dunes

Administrative Assistant

Tyson Foods

April 2015 – November 2016(1 year 7 months)Dakota Dunes, South Dakota

Office Manager

Big Brothers Big Sisters of Siouxland

January 2015 – April 2015(3 months)Sioux City Iowa

• Schedules meetings and activities and prepares and distributes minutes and agendas.

• Composes, prepares, and distributes various correspondences.

• Assists internal and external customers via telephone and in person.

• Orders and maintains inventory of office supplies.

• Performs general office duties, such as copying, filing, faxing, data entry, and mail processing.

• Initiates, enters, and verifies departmental payroll.

• Completes light accounting duties that may include cash handling, such as entering AP/AR, monitoring budget, billing, reconciling purchase orders, and processing expense reports.

• Compile data and prepare both routine and special reports for review and action.

• Initiate, review and process payroll documents and forms.

• Assist in the preparation, presentation and monitoring of the department/division budget.

• Serve as Secretary and support staff for boards/commissions, prepare agendas, take and transcribe meeting minutes and compose a variety of correspondence.

• Revise, implement and maintain office procedures and filing systems.

• Secure and coordinate travel arrangements for staff members.

• Receive and distribute mail.

• Assist with the training of new employees and may assign work to other clerical staffers.

• Issue and record permits, receive and record cash receipts.

• Prepare response and complete survey forms and questionnaires.

• Maintain confidentiality of information.

• Establish and maintain effective working relationships with Officials, other agencies, fellow employees and the general public.

• Responsible for numerous department-specific duties.

• Fundraising duties as assigned but may include: calls, face to face requests, handling funds, setting up activities and dealing with public during activities.

• Other duties as assigned.

Substitute Teacher

Dakota Valley School District

August 2011 – April 2015(3 years 8 months)North Sioux City, South Dakota

Maintains the established routines and procedures for the school and classroom as assigned. Teach lesson plan as assigned by the absent teacher. Perform all extra duties for the absent teacher as required by the building principal. Plans a program of study that, as much as possible, meets the individual needs, interests, and abilities of the students. Creates a classroom environment that is conducive to learning and appropriate to the maturity and interests of the students.

Prepares for classes assigned and shows written evidence of preparation upon request of immediate superior. Takes all necessary and reasonable precautions to protect students, equipment, materials, and facilities. Maintains accurate, complete, and correct records as required by law, district policy, and administrative regulation, pertaining to teacher and students. Assists the administration in implementing all policies and rules governing student life and conduct, and, for the classroom, develops reasonable rules of classroom behavior and procedure, and maintains order in the classroom in a fair and just manner.

President and Owner

Synergy HomeCare of Sioux Falls

April 2009 – December 2011(2 years 8 months)Sioux Falls, South Dakota Area

Recommendations (2)

Accounting Clerk

Department of Human Services, Woodbury County, State of Iowa

January 2008 – March 2009(1 year 2 months)Sioux City, IA

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Account Manager, Sales Support Manager

Gateway Inc

March 1993 – May 2007(14 years 2 months)North Sioux City, SD

Education

Western Iowa Tech Community College

Registered Nursing/Registered Nurse

2017 – 2019

Western Iowa Tech Community College

Western Iowa Tech Community College

Associate degree nursing, Nursing

2017 – 2019

Western Iowa Tech Community College

Registered Nurse

Northeast Community College

General Studies currently

2016 – 2019

Northeast Community College

General studies

TriState Nursing

Certified Nursing Assistant, Nursing Assistant/Aide and Patient Care Assistant/Aide

2016 – 2016

Certified as a Nursing Assistant December 13, 2016.

Activities and Societies

Clinical hours were spent at Sunrise Nursing Home. 31.5 hours

Indian Hills Community College

Business Management Practices, Management Practices

1992 – 1993

Indian Hills Community College

Management Practices studied for management promotion with Hy-Vee Food Stores

The University of South Dakota

General Studies

1990 – 1992

The University of South Dakota

General studies

Northeast Community College

General Studies

2016

Northeast Community College

General studies, seeking Nursing degree

Languages

English

Native or bilingual proficiency

Skills & Expertise

Small Business

Training

Cross-functional Team Leadership

Telecommunications

Leadership

Team Management

Account Management

Sales

Key Account Management

Strategic Planning

Time Management

Sales Management

Coaching

Administration

Negotiation

Business Development

Team Leadership

Microsoft Excel

Public Speaking

Strategy

Microsoft Office

Nursing Homes

Fundraising

Budgets

Customer Service

Marketing

Management

Payroll

Sales Operations

User Acceptance Testing

Contract Negotiation

Sales Process

Direct Sales

New Business Development

Teamwork

Licensed Practical Nurse (LPN)

Team Building

Certified Nursing Assistant (CNA)

Problem Solving

General Ledger

Home Care

Leadership Development

Healthcare

Social Media

Human Resources

Salesforce.com

Continuous Improvement

Accounting

Budgeting

Recruiting

Certifications

Notary Public

, License