

Laura Skelly

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To obtain a position where patient care skills will be fully utilized to contribute to company's efficiency and productivity.

Authorized to work in the US for any employer

Work Experience

Assistant Director of Nursing

Bickford Senior Living - Saint Charles, IL

August 2021 to Present

Licensed Practical Nurse

Avantara - Elgin, IL

September 2019 to August 2021

Certified Nursing Assistant

Presence Health - Chicago, IL

December 2017 to March 2018

Hospice care

Certified Nursing Assistant

Tower Hill Healthcare Center - South Elgin, IL

August 2017 to March 2018

Administrative Assistant

Kid Care Medical - Elgin, IL

April 2016 to July 2017

Medical Assistant

Kid Care Medical - Elgin, IL

October 2015 to April 2016

Certified Nursing Assistant

Towerhill Healthcare Center - South Elgin, IL

May 2014 to April 2015

Tax Preparer/Receptionist

Jackson Hewitt Tax Service - Elgin, IL

September 2009 to April 2014

Education

Licensed Practical Nurse in Nursing

North Shore College - Wheeling, IL

July 2018 to September 2019

High school or equivalent in HiSET

May 2019 to May 2019

Associate in Accounting and Management

Penn Foster - Scranton, PA

2015 to 2016

Certificate in Medical Coding and Billing

Penn Foster - Scranton, PA

2015 to 2015

Certificate in Phlebotomy

CMK Healthcare - Glendale Heights, IL

2010 to 2010

Certificate in Nursing Assistant

CMK Healthcare - Glendale Heights, IL

2009 to 2009

Nursing Licenses

PN

Expires: January 2023

State: IL

Skills

- Bilingual (10+ years)
- Home Health
- Certified Nursing Assistant
- Dementia Care
- Medical Office Experience
- Vital Signs
- EMR Systems
- Alzheimer's Care
- Nursing
- Medical Billing
- Patient Care
- Medication Administration

- Computer Literacy
- Experience Administering Injections
- Nursing
- Laboratory Experience
- Phlebotomy
- Hospital Experience
- Triage
- Catheterization
- HIPAA
- Insurance Verification
- Caregiving
- Medical Records
- Epic

Languages

- Spanish - Expert
- English - Expert

Certifications and Licenses

CPR/BLS

January 2020 to January 2022

Certified Nursing Assistant (CNA)

Driver's License

LPN

October 2019 to January 2023

AED Certification

Assessments

Nursing Aide Skills — Expert

May 2019

Measures a candidate's ability to provide nursing aid to patients using knowledge of relevant equipment and procedures.

Full results: [Expert](#)

Work Style: Reliability — Expert

October 2019

Tendency to be dependable and come to work

Full results: [Expert](#)

Direct Care — Proficient

June 2019

Personality assessment for candidates in direct care roles.

Full results: [Proficient](#)

Patient-Focused Care — Highly Proficient

June 2019

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.

Additional Information

Skills

- Computer literate using various accounting, medical and electronic mail software
- Effective time management and attention to detail to accomplish multiple high-priority objectives
- Demonstrated record of high performance standards, including attention to schedules, deadlines, quality of work and capable of handling multiple projects concurrently
- Resourceful team player who excels at building trusting relationships with customers and coworkers.
- Proficiency in MS Office

- Remarkable communication and listening abilities with outstanding organizational and interpersonal skills
- Maintain confidentiality
- CPR certified and up to date
- Highly adaptable, mobile, positive, resilient, patient risk-taker who is open to new ideas.
- Energetic performer consistently cited for unbridled passion for work, sunny disposition, and upbeat, positive attitude.
- Highly motivated self-starter who takes initiative with minimal supervision.