

Lenora Collins

Success is the sum of small efforts repeated day in and day out.

Pleasantville, IA 50225

lenoracollins6_zp8@indeedemail.com

+1 641 871 0500

"We may encounter many defeats but we must not be defeated"

-Maya Angelou

Authorized to work in the US for any employer

Work Experience

Urgent Care Nurse/ General Surgery

The Iowa Clinic - Des Moines, IA

October 2020 to Present

- Perform patient Covid testing (rapid and PCR)
- Perform patient triage
- Schedule patients for various general surgery types
- Perform schedule audits
- Use electronic medical records to obtain information for treatment
- manage, update, and assess physicians calendar
- Perform all nursing duties needed

Volunteer- DHS guardian & Conservator

Department of Human Services - Des Moines, IA

Present

I am currently serving as a volunteer guardian and conservator for DHS- in this role I maintain the affairs of my ward. I make decisions in regard to financial matters as well as medical treatment. It has been a pleasure- as well as a challenge to maintain the affairs of another person- and to learn to use my nursing abilities in such an out of the box way.

Medical Receptionist

Iowa Clinic - Des Moines, IA

June 2016 to October 2020

- Providing information to guests in a clinic/ hospital setting about policies, services, and amenities
- Posting charges to guest accounts and processing payments, make corrections where necessary and file records and test results appropriately
- Manage the flow of traffic
- Process admissions, discharges and transfers of guests across campus'

Internal Recruiter

DES Employment Group - Des Moines, IA

May 2014 to June 2016

- Conduct interview screening and assist candidates with finding the job that best fit their skill sets

- Administer skills testing and drug tests as needed
- Frequently work from home to fill job orders
- Works with a diverse population of employees
- Answer phone calls from employers requesting candidates to fill their positions
- Receive applications of candidates and recruit them to employers
- Completed weekly payroll

Maternal and Child Health Clerk

Health Department - Knoxville, IA

May 2012 to February 2014

- Linked citizens to services, using contact via telephone, texting, in person, and/or online
- Averaged 60+ cold calls a day to business and private individuals by telephone and text in order to collect statistical information for county and government goods and services
- Conducted client and market surveys in order to make referrals to community services as needed
- Assisted with health promotions and activities
- Maintained appropriate documentation and file paperwork

Medical Receptionist

Knoxville Hospital and Clinics - Knoxville, IA

2009 to 2012

- Provided information to guests in a clinic/ hospital setting about policies, services, and amenities
- Posted charges to guest accounts and processed payments, made corrections where necessary and filed records and test results appropriately
- Managed the flow of visitors
- Processed admissions, discharges and transfers of guests across campus

Education

Diploma in Nursing-LPN

Western Iowa Tech Community College - Sioux City, IA

August 2019 to March 2020

Associate's in Liberal Arts

Des Moines Area Community College

August 2015

Nursing Licenses

PN

Expires: June 2023

State: IA

Skills

- Nursing
- Medication administration

Certifications and Licenses

Licensed Practical Nurse

March 2020 to Present

BLS for Healthcare Providers

February 2021 to February 2023

Mandated Reporter Training

September 2019 to September 2023