

**Michelle G. Kubiak**  
517 Partridge Ct.  
Pewaukee, WI 53072  
(414) 803-9063

**Certifications:**           **Registered Nurse, 2017-Present**  
**Ambulatory Nurse Certification 2020-present**

**Licensed Practical Nurse, 2016-2017**  
Certified Medical Assistant, 1994-2017  
Certified Nursing Assistant, 1995-1997

**Education:**               **ADN Program**  
Waukesha County Technical College  
Pewaukee, WI  
ADN (2017)

**Medical Assistant Program**  
Milwaukee Area Technical College  
Milwaukee, WI  
Medical Assistant Diploma (1994)

**Work Experience:**       **Prohealth Care**  
**Registered Nurse - Triage - Internal Medicine (8/2020 - present)**

Provide telephone triage utilizing telephone encounters generated in EPIC. Manage live triage phone calls, mychart messages, staff messages, prescription authorizations and patient messages. Developing relationships with each provider and developing level of nursing support service in manner customized to individual physician practice style.

**Froedtert and The Medical College**  
**Registered Nurse – Triage – Internal Medicine (12/2017-present)**

Provide telephone triage for 75 physicians in GIM utilizing telephone encounters generated in EPIC. Manage live triage phone calls, mychart messages, staff messages, prescription authorizations and patient messages. Developing relationships with each provider and developing level of nursing support service in manner customized to individual physician practice style. Perform injections, foley catheter insertions, initiate IV therapy, admit patients to the hospital and transport critical patients to the emergency room. Coordinate care management.

**Aurora West Allis Memorial Hospital**  
**Registered Nurse-Telemetry Floor (07/2017-12/2017)**

Experienced in physical assessment and administration of medications by oral, NG/PEG, SubQ, IM and IV routes. Monitor cardiac rhythms and initiate ordered IV medication drips. Monitor patients on cardiac drips and manage the drips according to protocol. Monitor JP drains and perform peritoneal dialysis. Inform physicians regarding abnormal lab values, arrhythmias and pertinent events. Manage and provide clinical direction to CNAs.

**LTCG**

LPN Telephonic Interviewer (06/2016-07/2017)

Performed telephonic health interviews for various insurance companies.

**Care-Age of Brookfield (11/2015-06/2016)****LPN-team leader**

Experience with rehab and long-term care patients. Pass medications, give injections, perform dressing changes, perform G-tube medication administration and cares and PICC line experience.

**Froedtert and the Medical College (6/2014-06/2016)****Medical Assistant for WorkForce Health**

Travel to different companies and perform vital signs and phlebotomy for HRA's. Perform clerical duties.

**Waukesha Medical Center-Brookfield (6/05-6/2014)****Urgent Care, Family Practice and Float duties**

Took patient histories, took and recorded vital signs, assisted with medical examinations, assisted with suturing, phlebotomy experience, performed EKG's, performed in-house CBC's, performed in-house INR's, carried out routine lab tests, gave injections, sterilized instruments, handled phone calls, and knowledge of EPIC and Centricity EHR program.

**Waukesha Area Technical College (1/2013-6/2013)**

Student worker in the Science Literacy Lab. Set up and researched anatomy, physiology, and medical terminology tools. Developed learning tools for lab patrons. Assisted student research with lab resources.

**ProHealth Care Medical Associates-Immunization Project (6/2012-1/2013)**

Updating patient's immunizations in the EPIC EHR.

**Waukesha Medical Center-Muskego (11/99-8/04)****Float duties for Internal Medicine**

Took patient histories, handled phone calls, assisted with medical examinations, carried out routine lab procedures, recorded vital signs, performed EKG's, sterilized instruments, and gave injections. Responsible for clinic's compliance with CLIA and Hazardous Materials standards.

**Derco Aerospace (4/97-3/98)**

Typed foreign and domestic correspondence, answered the switchboard, international and domestic faxing, sorted incoming faxes, e-mail, Microsoft Word experience.

**St. Luke's Hospital (8/95-1/97)**

Took vital signs, collected specimens, assisted patients with daily cares, patient feeding.

*References available upon request*