‍‍Lindsey N. Staff

| 217.899.2722 | lnstaff@icloud.com

Education

Doctorate of Nursing Practice | Southern Illinois University At Edwardsville

August 2019-Present | Edwardsville, Illinois

Bachelor of Science in Nursing | St. John’s college of Nursing

August 2017-December 2018 | Springfield, Illinois

* Magna Cum Laude; GPA 3.89

Associate of Arts in General Education | Lincoln Land Community College

June 2008-July 2018 | Springfield, Illinois

* Emphasis in Liberal Arts and Science
* High Honors; GPA 3.934

Certificate of Completion for Nursing assistant | Lincoln Land Community College

July 2017 | Springfield, Illinois

* High Honors; GPA 3.934

Bachelor of Arts in Communication | University of Illinois at springfield

August 2006-December 2009 | Springfield, Illinois

* Emphasis in Organizational and Interpersonal Communication
* Cum Laude; GPA 3.54

Professional Experience

Registered Nurse | Memorial Medical Center

March 2018-Present | Springfield, Illinois

* Provide compassionate, high-quality, direct patient care
* Prioritize patient needs efficiently
* Critically think about each individual patient, their care, and their treatment plan
* Trained to effectively care for Intermediate Care patients
* Manage time competently for maximum patient benefit
* Educate patients on illness, diagnosis, and aspects of treatment plans
* Coordinate with members of the interdisciplinary team
* Maintain open communication with patients and their families
* Monitor and assess telemetry readings
* Mentor to student nurses
* Active UBC member for 6E
* CAUTI Champion of 6E

Office Support & Marketing | Staff Carpet Inc.

October 2011-Present | Springfield, Illinois

* Approved donations and community sponsorships
* Created and coordinated marketing events
* Assisted with internal and external marketing techniques and tools
* Reconciled daily cash flow sheet
* Administrator of social media platforms
* Volunteer representative for organizations like Habitat for Humanity and Springfield Area Home Builders Association

Business Office Manager | Auburn Rehabilitation & Health Care Center

November 2015 – June 2016 | Auburn, Illinois

* Advocated for patients with insurance companies in order to receive appropriate care
* Managed insurance billing and private accounts
* Organized and facilitated compliance for insurance companies for patients
* Reconciled monthly bank statements
* Balanced the accounts receivable and accounts payable financial records
* Collaborated with other facility managers to ensure optimal daily operations
* Supervised a team of five members

Customer Service Assistant Manager | Dick Van Dyke Appliance World

October 2010 – October 2011 | Springfield, Illinois

* Processed high volume of calls relating to appliance service calls
* Assigned, delegated, and supervised service calls for four regions in central Illinois
* Categorized and assisted in approval of customer service claim tickets
* Developed first handbook for customer service department
* Reviewed damaged products and handled warranty claims with multiple vendors

Organizations & Accomplishments

Daisy Award Nominee (January 2020)

ACLS Certified (January 2020-Present)

CAUTI Champion for 6E at Memorial Medical Center (October 2019-Present)

Member of American Nurses Association (September 2019-Present)

Member of Illinois Nurses Association (September 2019-Present)

Member of Sigma Theta Tau (September 2018-Present)

National Student Nurses Association Member (September 2017 – December 2018)

St. John’s College of Nursing Accelerated Senior Class Vice-President (June 2018-December 2018)

St. John’s College of Nursing Peer Tutor (January 2018-December 2018)

St. John’s College of Nursing Junior Class Treasurer (August 2017-June 2018)

Phi Theta Kappa Honor Society Student Member (August 2016-July 2017)

40 Under 40 Springfield Business Journal Leaders (2013)

Springfield Area Home Builders Board of Directors, Director of Home Exposition (2011-2013)

Springfield Area Home Builders Associate of the Year (2013)

Phi Eta Sigma Honor Society Student Member (August 2006-May 2007)

Delta Phi Epsilon Vice President of Philanthropy (May 2007-May 2008)

References

Tracie Sharp- Co-Worker at Auburn Rehabilitation & Health Care Center

Phone: 217-414-3398

Email: [tsharp\_dalejr8@yahoo.com](mailto:tsharp_dalejr8@yahoo.com)

Mary Baker- Clinical Instructor & Academic Advisor

Phone: 217-525-5628

Email: [mary.baker@sjcs.edu](mailto:mary.baker@sjcs.edu)

Dee Hood- Clinical Instructor

Phone: 626-676-2114

Email: [dee.hood@sjcs.edu](mailto:dee.hood@sjcs.edu)

Cheryl Huffman- Course Instructor

Phone: 217-638-2911

Email: [Cheryl.huffman@sjcs.edu](mailto:Cheryl.huffman@sjcs.edu)