

# Kaitlyn Tinker

Dupo, IL

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## Work Experience

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### **LPN (Licensed Practical Nurse)**

Maxim Healthcare Group - Bethalto, IL

March 2020 to Present

1. Passing medication
2. Anticipating residents needs and any health concerns
3. Assessing residents on a day to day basis as well as needed
4. Ordering refills for medications
5. Working with physicians based on residents medical needs
6. Obtaining vitals
7. Keeping residents family members informed
8. Wound care and assessment
9. Foley catheter care and assessment
10. Straight cathing

### **Medical Assistant Front and Back Office**

Rashid A Dalal MD PC - Belleville, IL

May 2012 to March 2019

I was the phlebotomist of the office. I as well roomed patients, took vital signs, went over patient medications, updated medical records in EMR, ordered office supplies. I also did front office tasks including scheduling appointments, updating patient contact information in EMR, checking in and out of patients, scanning in insurance cards, scheduling patients for radiology appointments, and reviewing lab results and medication refills.

### **Server/Customer Service**

Cracker Barrel - Shiloh, IL

June 2009 to September 2012

I provided customers with order taking, delivering food and drinks, providing an enjoyable dining experience. I also sanitized work stations and did daily tasks such as stocking supplies, rolling silverware, providing dining room cleanliness.

## Education

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### **Licensed Practical Nurse in Nursing**

Beck School of Practical Nursing - Red Bud, IL

January 2019 to December 2019

## **None in Pre nursing**

Saint Louis Community College - St. Louis, MO

January 2015 to May 2018

## **Medical Assistant in Medical Assistant**

Sanford-Brown College-Fenton - Fenton, MO

August 2010 to August 2011

## **High school or equivalent**

### Skills

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- Teamwork
- Attention to detail
- Phlebotomy
- Time Management
- EMR Systems
- Vital Signs
- Experience Administering Injections
- English
- Medication Administration
- Patient Care
- Catheter Care

### Certifications and Licenses

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#### **LPN**

#### **CPR Certification**

### Assessments

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#### **Attention to Detail – Highly Proficient**

January 2020

Identifying differences in materials, following instructions, and detecting details among distracting information.

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.