

Professional Summary

Highly innovative healthcare management professional combining more than 25 years of expertise in several areas of healthcare including long term care with proficiency in program planning, staff training and development, financial management, leadership and Entrepreneurship.

Skills

- Accomplished leader
- Independent judgment and decision making
- Knowledge of Medicaid statutes and regulations
- Analytical thinker
- Effective staff coach
- Strong presentation skills
- Budgeting proficiency
- Quality improvement competency
- Personnel management
- Marketing and advertising
- Operations management
- Hiring, training and supervision
- Inventory control and management
- Strong work ethic
- Diabetes and nutrition educator
- Strong clinical judgment

Work History

LPN 09/1992 to 10/1996

Marshfield Clinic Indianhead Center – Rice Lake, Wisconsin

- Assessed need for, ordered, obtained and interpreted appropriate lab tests.
- Conducted mandated health screenings, physicals and special education assessments in area schools with 100 students. Ensured external follow-up where required.
- Acute patient care in weekly Urgent Care Clinic adeptly setting up and assisting with all aspects of treatment from pain medication administration, wound care, sterile field preparation, to triage of 20-30 patients per shift.
- Counseled and educated patients about health issues, medications, wellness, diabetes, lab tests and results, pre and post operative orders. Expertise in STDs, HIV and family planning.

LPN/Staffing Coordinator 11/1996 to 06/2001

Hearts Of Gold Inc. – Shell Lake, Wi. 54871

- Organized and scheduled all weekly skilled nurse, CNA and PCW keeping compliance with Medicare requirements.
- Provided behavioral/emotional support and supervision for those with dementia and Alzheimer's.
- Accurately documented all elements of nursing assessment, treatments, medications, discharge instructions, and follow-up care.
- Partnered with team of registered nurses to achieve overall well-being of all patients.
- Performed vitals/glucose testing and assisted in administering injections and urinalysis.

Assistant Administrator 03/2001 to 10/2006

Specialty Nurses, Inc. – Spooner, Wisconsin. 54801

- Executed nursing contracts in timely and accurate manner.
- Met with contracted hospitals and nursing homes and maintained productive relationships
- Sourced qualified contracts and negotiated new contracts.
- Kept organized documentation of all daily nursing contract schedule/activities.
- Created company's first contract manual including training and orientation procedures for each contracted hospital and nursing home
- Audited new nurse files to verify medical necessity and satisfaction of coverage criteria on a quarterly basis.

Director 10/2006 to 09/2011

Care Partners Assisted Living, LLC. – Oshkosh, Wisconsin. 54901

- Compliance with standard operating procedures and company requirements.
- Managed 2 CBRFS licensed for Advanced Aged, Alzheimer's/Dementia and Disabled clientele as well as 25-30 Care Assistants
- Developed all resident care plans, including admission assessments, change of condition evaluations and fall prevention assessments.
- Oversaw and managed all support staff in resident care activities while maintaining a high level of staff morale and professionalism.
- Led Bi-monthly new hire training program and conducted classes in Diabetic/Dietary, Medication management, Universal Precautions, First Aid and Fire Safety.
- Responsible to ensure regulatory compliance of staff, residents and facility with daily documentation to prove compliance to State surveyors at all times.

Education

License : LPN

1992

Dakota County Technical College - Rosemount, MN

Certificates etc. : Numerous C.E. Courses/Classes attended yearly

WITC, UW Eau Claire, Wausau Technical College. - Wisconsin

- Coursework in Community Health
- Continuing education in Health Assessments of Adults
- Continuing education in Diabetes, Nutrition, Poly Pharmaceuticals and Nursing Documentation
- Coursework in Hospice, Palliative Nursing and Gerontology

Self Employed

Started, owned and operated Island City Assisted Living, LLC in 2009, two Adult Family Homes for Advanced Aged, Alzheimer's Dementia and Physical Disabilities. Responsible for 100% of operations. After 5 years relocated to Detroit Lakes Minnesota where I have started own and operate Lakes Perfect Tan, LLC. (Professional Spray Tanning Service)