

## Dora Tiggle

**4906 19th ave. Kenosha, WI (262) 551-1299 Dtiggle@herzing.edu**

<b>Professional Summary</b>	Dependable area manager with 13 years' experience demonstrating excellent communication skills and a proven knowledge of medical procedures, therapy, and assistant living healthcare. Reliable, service-focused nursing professional with excellent patient-care and charting skills gained through experience as a CNA. Compassionate and technically skilled in attending to patients in diverse healthcare settings. Adept to organizing workflow, prioritizing workloads, coordinating, and scheduling. Possess multitasking skills, a keen eye to detail, and the ability to work independently or in a group.		
<b>Core Competencies</b>	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%; padding: 5px;"> <ul style="list-style-type: none"> <li>Training</li> <li>Rehabilitation</li> <li>Billing and Sales</li> <li>Medication Monitoring</li> <li>Data Entry</li> </ul> </td> <td style="width: 50%; padding: 5px;"> <ul style="list-style-type: none"> <li>Medical Script Distribution</li> <li>Computer Architecture</li> <li>Professional Development</li> <li>Vitals</li> <li>Patient Education</li> </ul> </td> </tr> </table>	<ul style="list-style-type: none"> <li>Training</li> <li>Rehabilitation</li> <li>Billing and Sales</li> <li>Medication Monitoring</li> <li>Data Entry</li> </ul>	<ul style="list-style-type: none"> <li>Medical Script Distribution</li> <li>Computer Architecture</li> <li>Professional Development</li> <li>Vitals</li> <li>Patient Education</li> </ul>
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<b>Education</b>  <b>Professional Experience</b>	<p><b>Herzing University</b>, License Practical Nurse, Wisconsin License #326138-31, 2020</p> <p><b>College of Lake County</b>, Certificate for Nursing Assistant Certified, 2014</p> <p><b>Everest College</b>, Diploma in Medical Assisting, Jan 2010</p> <ul style="list-style-type: none"> <li><b>The Grove at the Lake   Zion, IL</b> <u><i>Certified Nurse Assistant</i></u>, June 2018 – May 2020           <ul style="list-style-type: none"> <li>Trained two incoming CNA's every other month</li> <li>Groomed and bathed over 600 patients (30 daily) with low mobility while assisting with feeding and medication distribution</li> <li>Prepared each patient room with necessary items and equipment needed for safety</li> <li>Monitored vitals and patient behavior and reported them to the nursing and medical staff</li> <li>Assisted patients with mobility needs and transfer assistance</li> <li>Adjusted patients in bed to prevent bedsore or other discomfort</li> <li>Exercised and helped patients with range of motion and helping them walk</li> </ul> </li> <li><b>Glen Lake Nursing &amp; Rehabilitation Centre   Waukegan, IL</b></li> <li><u><i>Certified Nurse Assistant</i></u>, July 2014 - May 2018           <ul style="list-style-type: none"> <li>Groomed and bathed over 500 patients (30 daily) with low mobility while assisting with feeding and medication distribution</li> <li>Prepared each patient room with items and equipment needed for safety and bed adjustments</li> </ul> </li> </ul>		

- Monitored vitals and patient behavior and reported them to the nursing and medical staff
- Assisted patients with mobility needs, range of motion, walking, eating, medication use, and transferring

**LTD Commodities |, Lincolnshire, IL**

**Billing and Sales Specialist**, February 2011 - April 2014

- Delivered scripts that describe products or services to upscale products and pitch memberships
- Obtained customer information to help customer with payments, refunds, and billing concerns
- Kept track of customers that have been contacted and or need follow up service
- Maintained records of customer contacts and interactions while following up on previous customers for potential sales

**Chiropractic Solutions | Chicago, IL**

**Medical Assistant**, May 2008 – September 2010

- Answered approximately 250 incoming phone calls
- Scheduled more than 30 appointments daily
- Obtained blood samples, measured, and record vital signs
- Performed data entry during shifts while keeping ledgers and accept payments
- Cleaned exam room before occupancy of patients