

Julie Suntken

LPN and Lab Assistant

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I have 20 years of experience, including as a CMA, as a Certified Nursing Assistant (CNA) and as a Health Unit Coordinator in industries including Health Services. Most recently, I have been working as a CMA at Salem Lutheran Homes from January 2017 to August 2018. My skills and experiences include: File Management, Life Support, Patient Care, Surgery, Vital Signs Measurement, Neonatal Intensive Care Unit (NICU), Calculator, Cashier, Marketing, Patient Bathing, Embolism, Medication Administration, Rehabilitation, Surgical Procedure. I hold a Diploma degree in General from Harlan Community High School.

I recently just graduated with my LPN in December and working a hospital type setting. I also did on the job training as a Lab assistant. As a lab assistant I ran hematology machines siemen chemistry machines, as well as drew patients blood, preformed ekgs, etc.

Authorized to work in the US for any employer

Work Experience

LPN (Licensed Practical Nurse)

Saint Anthony's Hospital - Carroll, IA

May 2021 to Present

I am a LPN float in our clinic. I have worked in the peds clinic as well as internal medicine. I am able to draw blood. I take vitals. Give vaccines. And do a focus assessment as well.

Lab Assistant/Phlebotomist

Manning Regional Healthcare Center - Manning, IA

August 2019 to Present

I run blood tests on machines, as well as draw people's labs. I also run EKG's for patients. I put orders in the computer, etc.

LPN (Licensed Practical Nurse)

Manning Regional Healthcare Center - Manning, IA

January 2021 to April 2021

I administered medications to patients, did charting on patients, would notify of drs. on patients changes, did a couple phone orders. I also would switch out normal saline bags a well, I also would chart on centrix and do patient assessments as well.

Certified Medication Aide (CMA). Certified Nursing Assistant (CNA)

Salem Lutheran Homes - Elk Horn, IA

January 2017 to August 2018

Elk Horn, IA

Provided basic patient care under direct supervision of nursing staff. Checked patients' vital signs.

Observed patients. Reported patient condition to nursing staff. Collected patient specimens and urine samples. Administered medications as directed. Applied dressings and bandages. Checked blood glucose levels. Helped patients with bathing, grooming and using the toilet. Helped patients get dressed and undressed. Certified Nursing Assistant (CNA). Certified in BLS (Basic Life Support) including CPR (Cardiopulmonary Resuscitation). Knowledge sets include: Adjustable hospital beds, Anti-embolism elastic stockings, Automated blood pressure cuffs, Bedpans for general use, Blood glucometers, Desktop computers, Electronic blood pressure units, Electronic medical thermometers, Gait belts, Glucose monitors or meters, Laptop computers, Medication Administration, Medications.

CNA - Certified Nursing Assistant/ Med Aide

Avoca Specialty Care - Avoca, IA

November 2014 to December 2016

Provided basic patient care under direct supervision of nursing staff. Checked patients' vital signs. Reported patient condition to nursing staff. Monitored food and liquid intake and output. Collected patient specimens, urine samples and stool samples. Administered medications as directed. Applied dressings and bandages. Administered suppositories. Checked blood glucose levels. Maintained careful, accurate medical records. Explained medical instructions to patients and their families. Helped patients with bathing, grooming and using the toilet. Knowledge sets include: Adjustable hospital beds, Anti-embolism elastic stockings, Automated blood pressure cuffs, Bedpans for general use, Blood glucometers, Canes or cane accessories, Desktop computers, Electronic blood pressure units, Electronic medical thermometers, Electronic patient thermometers, Gait belts, Gait belts for rehabilitation or therapy, Glucose monitors or meters, Hospital bedpans, Hospital intercom equipment, Hospital intercom systems, Hydraulic patient lifts, Incentive spirometers, Manual blood pressure equipment, Mechanical stethoscopes, Medical and Surgical, Medical exam or non surgical procedure gloves, Medical gurneys, Medical nasal cannulae, Medical oxygen masks or parts, Medication, Medication Administration, Oxygen masks, Oxygen nasal cannulas, Oxygen tanks, Patient arm slings, Patient bed scales, Patient care beds or accessories for general use, Patient transfer boards, Patient transport wheelchairs, Patient urinals for general use, Patient walkers, Photocopiers, Pulse oximeter units, Pulse oximeters, Safety razors, Shower chairs, Shower or bath chairs or seats for the physically challenged, Urinals, Urinary catheters, Walkers or rollators, Walking canes, Wheelchairs.

Certified Nursing Assistant (CNA)

Salem Lutheran Homes - Harlan, IA

March 2014 to October 2014

Provided basic patient care under direct supervision of nursing staff. Monitored food and liquid intake and output. Collected urine samples and stool samples. Prepared patients for going home. Applied dressings and bandages. Maintained careful, accurate medical records. Helped patients with bathing, grooming and using the toilet. Helped patients get dressed and undressed. Helped patients with movement, such as walking, sitting, and rolling over. Helped feed patients. Transferred patients in or out of beds and wheelchairs. Safely transported patients in beds and wheelchairs.

Certified Nursing Assistant (CNA)

Atlantic Nursing and Rehab - Atlantic, IA

November 2011 to June 2013

Provided basic patient care under direct supervision of nursing staff. Reported patient condition to nursing staff. Collected patient specimens, urine samples and stool samples. Prepared patients for treatment and going home. Safely transported patients in beds and wheelchairs. Maintained a clean,

safe, and organized work environment. Performed clerical duties like answering phones and taking messages. Reported problems to supervisors. Followed all health and safety rules. Maintained patient confidentiality. Certified Nursing Assistant (CNA). Certified in BLS (Basic Life Support) including CPR (Cardiopulmonary Resuscitation).

Health Unit Coordinator

Creighton University Medical Center - Omaha, NE
October 2008 to October 2010

Scheduled appointments. Compiled and recorded medical charts, medical histories and reports. Directed calls to appropriate staff. Greeted visitors. Directed guests. Completed insurance and other claim forms. Arranged hospital admissions. Scheduled and confirmed patient diagnostic appointments, surgeries and medical consultations. Operated voice mail messaging systems, word processing, spreadsheets and Microsoft software. Interviewed patients to verify documents, create case histories and create intake and insurance forms. Processed Release of Information requests received from hospitals, clinics and doctor's offices. My accomplishments included: At Creighton University Medical Center, I worked on Labor and Delivery as well as Postpartum. I also would float to NICU and PICU. I also was involved in designing the new Labor and Delivery Unit. I drew the floor plan of the unit.

Birth Clerk

Bergan Mercy Medical Center - Omaha, NE
March 2008 to December 2008

Omaha, NE

Compiled and recorded medical charts, medical histories, reports. Directed calls to appropriate staff. Answered telephones. Greeted visitors. Directed guests. Operated voice mail messaging systems, word processing, spreadsheets, Microsoft software. Prepared reports, letters, medical records. Interviewed patients to verify documents, create case histories. Updated certifications. Processed Release of Information requests received from hospitals. Transcribed letters. My accomplishments included: As a Birth Clerk, I would type the birth certificates for the babies that were born. I would interview the mothers to make sure all information was accurate before submitting the final to the state of Nebraska. I also would do the papers for paternity tests as well.

Health Unit Coordinator

Bergan Mercy Medical Center - Omaha, NE
September 2006 to December 2008

Scheduled appointments. Compiled and recorded medical charts and medical histories. Directed calls to appropriate staff. Greeted visitors. Directed guests. Completed insurance and other claim forms. Arranged hospital admissions. Scheduled and confirmed patient diagnostic appointments and surgeries. Operated voice mail messaging systems, word processing, spreadsheets and Microsoft software. Interviewed patients to verify documents, create case histories and create intake and insurance forms. Processed Release of Information requests received from hospitals, clinics and doctor's offices. My accomplishments included: At Bergan I worked on Labor and Delivery as well as Post Partum.

Certified Nurse Aide

CNA - Harlan, IA
June 2002 to December 2007

Provided basic patient care under direct supervision of nursing staff. Checked patients' vital signs.

Observed patients. Reported patient condition to nursing staff. Collected patient specimens, urine samples and stool samples. Prepared patients for surgery and going home. Helped patients with bathing, grooming and using the toilet. Helped patients get dressed and undressed. Helped feed patients. Safely transported patients in beds and wheelchairs. Helped clean rooms and equipment. Stocked and organized supplies. Certified in BLS (Basic Life Support) including CPR (Cardiopulmonary Resuscitation).

Education

Diploma

Harlan Community High School

2004

Skills

- CNA
- Patient Care
- Vital Signs
- Critical Care Experience
- Phlebotomy
- Experience Administering Injections
- Laboratory Experience
- EMR Systems
- Triage
- Venipuncture
- Medical Office Experience
- Anatomy Knowledge
- Hospital Experience
- Clerical Experience
- ICU Experience
- Computer Operation

Certifications and Licenses

CPR

September 2019 to September 2021

Certified Medical Assistant

July 2015 to Present

Certified Nursing Assistant (CNA)

June 2002 to Present

LPN

Assessments

Electronic Medical Records: Best Practices — Highly Proficient

November 2019

Knowledge of EHR data, associated privacy regulations, and best practices for EHR use

Full results: [Highly Proficient](#)

Nursing Aide Skills — Highly Proficient

February 2019

Measures a candidate's ability to provide nursing aid to patients using knowledge of relevant equipment and procedures.

Full results: [Highly Proficient](#)

Attention to detail — Familiar

April 2021

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

Full results: [Familiar](#)

Medical terminology — Expert

April 2021

Understanding and using medical terminology

Full results: [Expert](#)

Indeed Assessments provides skills tests that are not indicative of a license or certification, or continued development in any professional field.