

Cindy Collingwood

Introduction

Des Moines, IA

-Email me on Indeed: <http://www.indeed.com/r/Cindy-Collingwood/02f80cdca467e87f>

I have experience in leadership and believe my level of attention to detail in nursing will benefit your facility.

I am a strong individual and take pride in my work. I was able to keep an ALF operating smoothly during a lapse in the Director of Nursing position. This meant personal care duties, scheduling, charting, nurse reviews, resident and employee concerns were handled.

I am always looking outside of the box and feel that I have the potential to be a great asset to your community and to your patients/residents.

Authorized to work in the US for any employer

Work Experience

Health & Program Coordinator, LPN (Licensed Practical Nurse)

3801 Grand Senior Living - Des Moines, IA

July 2019 to Present

- Perform assessments and nurse reviews
- Medication administration & management
- Support staff & families in caring for tenants/loved ones
- Thoroughly document and perform audits
- Observe/evaluate/document response to treatments
- Programming and content creation
- Oversee care staff
- Navigate and advocate for Tenants when conditions change

Fitness Coaching Director/Head Coach/Manager, ACE Certified Health Coach

Farrell's eXtreme Bodyshaping - West Des Moines, IA

July 2016 to September 2022

- Manage fitness facility
- Lead staff and coaches
- Followup on MIA members, expired membership agreements
- Assist individuals with their health and fitness goals
- Sales

LPN

Jacqueline M. Stoken, D.O., P.C - West Des Moines, IA

August 2005 to November 2018

- Back office: Room patients, check vitals, collect/process lab specimens
- In-house trained phlebotomist
- Front office: schedule patients, answer phones, collect payments

- Maintain MR via paper charts as well as EHR
- Review MR and proofread reports

Education

Associate in Associates of Applied Sciences, Nursing-LPN

DMACC - Ankeny, IA

2010 to 2012

None

Skills

- Team Leader, Work well independently and with others, Ability to multitask
- Medication Administration
- Office Administration
- Nursing
- Proofreading
- EMR Systems
- Experience Administering Injections
- Medical Office Experience
- Vital Signs
- Supervising Experience
- Assisted Living
- Venipuncture
- Patient Care
- Phlebotomy
- Medical Records
- HIPAA
- Medical Scheduling
- Computer Skills
- Anatomy Knowledge

Certifications and Licenses

LPN

September 2014 to January 2023

State of Iowa

ACE Certified Health Coach

April 2018 to April 2022

American Council on Exercise Certified Health Coach

Certified Fitness Instructor

CPR Certification

Assessments

Teamwork: Interpersonal Skills — Expert

July 2019

Resolving disputes, solving team problems, and understanding nonverbal cues.

Full results: [Expert](#)

First Aid — Highly Proficient

July 2019

Measures a candidate's ability to identify treatments for common medical emergencies.

Full results: [Highly Proficient](#)

Patient-Focused Care — Proficient

June 2020

Addressing concerns and using sensitivity when responding to needs and feelings of patients

Full results: [Proficient](#)

Nursing Skills: Clinical Judgment — Expert

June 2020

Assessing a patient's condition and implementing the appropriate medical intervention.

Full results: [Expert](#)

Electronic Medical Records: Best Practices — Expert

June 2020

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

Full results: [Expert](#)

Customer service — Proficient

January 2022

Identifying and resolving common customer issues

Full results: [Proficient](#)

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