

# Renee Hoefler

Waterloo, IA

-Email me on Indeed: <http://www.indeed.com/r/Renee-Hoefler/32c706e84a020e7a>

Dedicated, hard-working nurse manager with an emphasis in Health Care Administration, fully capable of managing multiple projects successfully. Personable with high energy level and exceptional communication skills and strong attention to detail. Seeking a position within a fast-paced, focused environment to utilize my skills.

Authorized to work in the US for any employer

## Work Experience

---

### **Nurse Manager**

Harmony House - Waterloo, IA

November 2020 to Present

- Responsible for skilled nursing unit of 30 residents with primary focus on trachs and ventilators.
- MDS and care plans
- Scheduling Nurses and floating to needed Nursing areas throughout the facility to provide critical care for all residents in the facility as needed
- Audit charting on regular basis to ensure best practices
- Work with Healthcare Mgmt team to create, implement and change patient care plans.
- Provide direct patient care to improve patient overall physical and Mental health

### **Business Owner**

X-Factor Solutions - Waterloo, IA

June 2011 to Present

Owner of expedited freight authority. Specializing in time sensitive freight deliveries from business to business. Expediting in Iowa, Wisconsin, Illinois, Missouri and Minnesota. We will deliver out further if meets company margins.

### **Office/Property Manager**

Metro Rentals - Waterloo, IA

January 2017 to August 2020

Property/Office Manager for a local residential and commercial rental company of approximately 400 properties. Fast paced, multi-faceted business where I interact with all staff, vendors and tenants. Experienced in all phases of the rental process and rental agreements. Well acclimated in Section 8 housing criteria, rules and regulations. Coordinate and manage maintenance staff in all phases for the properties. Oversight of all money collections for rents. Head of company's collection process and the eviction process. Additionally, I maintain the company website and assure the updates required to advertise all available rentals and any tenant requests through the website. Maintain a vacancy rate of 5% or less.

### **Guest Service Leader**

Kwik Star - Waterloo, IA

February 2015 to May 2017

Provide superior customer service to all Kwik Star guests. Assist with checking in vendors, placing orders for replenishment. Process truck and stock shelves. Assist with inventory and make sure store is clean and presentable for all Kwik Star guests

## Education

---

### **Bachelor of Arts in Health Care Management**

Waldorf University — Forest City - Forest City, IA  
2019

### **Associate's degree in LPN**

Hawkeye Community College - Waterloo, IA  
September 2004 to August 2005

## Nursing Licenses

---

### **PN**

Expires: September 2023

State: IA

## Skills

---

- Section 8
- Property Management
- Office Management
- Management
- Microsoft Office (4 years)
- Customer Service (10+ years)
- Interviewing (3 years)
- Office experience
- Nurse Management
- MDS
- Nursing
- Medication Administration
- Vital Signs
- Supervising Experience
- Patient Care
- Leadership

## Certifications and Licenses

---

### **Licensed Practical Nurse**

September 2005 to September 2023

**CPR Certification**

Additional Information

---

IV Certification