

Robyn Miller 1397 Jay Ave, Rock Rapids, IA, 51426

660-624-3327

LICENSED PROFESSIONAL NURSE

LPN currently working in Skilled Nursing Facility as Charge Nurse .

With experience in:

- Director of Nursing
- ADON
- First Aid/ CPR Instructor
- Safety Officer
- Resident Rights Officer
- Direct Supervisor
- Charge Nurse
- Crisis Team
- Medical Billing
- Microsoft
- Skilled Nursing
- Family Medicine
- HIPPA
- Level One Medication Administration Instructor -
- Developing and training staff In nursing procedures
- Body Mechanics Instructor
- Human Rights Committee
- Safe Crisis Management Instructor
- Creating and organizing filing system.
- Non Violent Intervention Certified
- Deficiency free
- Experience Med/Surg
- Nutrition Instructor
- District Management
- Developing and training in Electronic Documentation
- Medicaid/Medicare
- Fund Raising/Activity Committee
- Abuse and Neglect
- Developing and writing care plans
- IV Certified
- Experience as Scrub Nurse
- Adaptive Equipment
- Direct Care

Education:

Licensed Professional Nurse (LPN) - 2008- Present. Missouri State Board of Nursing 2009022685. Current License in Iowa P58808 with Minnesota Border licence
Lay Responder First Aid and CPR/AED Instructor
Nonviolent Crisis Intervention Instructor
Abuse and Neglect Instructor
HiPAA
Missouri Quality Outcomes
Positive Behavior Supports
Crisis Team
Level One Medication Aide Instructor
Body mechanics Instructor
Nutrition instructor
Electronic/Documentation Instructor
SCM Instructor
Resident Rights/Restrictions
Emergency Preparedness
Department of Corrections

Professional Experience:

Avantara Norton- Sioux Falls, SD

Night Shift Charge Nurse June 2020- Present

Supervisor: Jennifer/ Denise

directing and monitoring patient care.

Job title and Responsibilities:

- Supervision of CNA
- completing, and monitoring nursing procedures
- Training in CPR/First Aid
- Physical Assessments
- executing admissions and discharges
- MDS and Med A assessments and documentation
- Rehabilitation

Southwestern Youth Services- Magnolia, MN

Director of Nursing - August 2018- June 2020. Supervisor: Jeremy Hough

DON, in charge of managing all medical and mental health needs of juveniles. Directing and Training all staff. Admit and Discharge of clients. Working with Therapy Team developing care And Diagnostic Analysis reports for medicaid and DOC

Job duties and responsibilities

- Supervising all medical needs
- Supervising all medication procedures
- employee scheduling
- On call nurse 24/7, on call supervisor every 4th weekend
- Developing and implementing Policies and Procedures
- Developing shift routines and tasks
- All training such as
 - Medical administration
 - First Aid/ CPR to staff and clients
 - Line staff
 - Suicide prevention
 - Abuse and Neglect
 - HiPPA
 - Emergency Preparedness
 - AWOL Procedures
 - Mental Health/ Disorders
 - Safety Crisis Management
 - Food Safety/ Nutrition
 - Restrictive Procedures
 - Resident Rights
 - Policy and Procedures

Bethany Home Brandon, SD- Aspen Drive, Brandon SD

Charge Nurse- February 2017 to December 2018. Supervisor: Chelsey 605-582-5200

Lead nurse directing and monitoring patient care.

Job title and Responsibilities:

- Supervision of CNA
- completing, and monitoring nursing procedures
- Training in CPR/First Aid
- Physical Assessments
- executing admissions and discharges
- MDS and Med A assessments and documentation
- Rehabilitation

Adrian Country Living Cottages- 200 W 7th Street, Adrian MN

Facility LPN- December 2014 to Present. Supervisor: Michelle Murphy 507-483-2511.

Lead nurse directing and monitoring patient care in facility.

Job title and Responsibilities:

- Supervision of Direct Care Staff
- On call for schedule
- Developing, completing, and monitoring nursing procedures
- Training in CPR/First Aid, Body Mechanics, Documentation, Assistant in NCI training
- Nutrition/ Healthy Eating Training
- Medical Billing
- Maintaining health records
- Attending and monitoring all Medical appointments
- Nurse on call
- Physical Assessments
- Creating and assisting in Personal Care Plans
- Coordinating and executing admissions and discharges
- Monitor and following state statutes

Accomplishments:

- Creating and developing new care plans and staff assignments
- Excellence award

Hiawatha Manor

Luverne MN 56156

507-825-5697

In home direct care staff- November 2015 to February 2017

Provide direct care for individuals with mental and physical disabilities.

Responsibility is ADLs, medications, program completion, and house duties.

Supervisor- Chris Robinson.

Universal Pediatrics - 6750 Westown Pkwy Suite 115, West Des Moines, IA 50266.

In Home LPN - December 2014 to July 2015. Supervisor: Kayla [\(515\) 280-2160](tel:5152802160)

Provided in home cares to medical needy infants

Job Title and Responsibilities

- Monitoring and providing cares to pediatric patients according to care plans
- Corresponding with RN and supervisors in main office

EXPANDING HORIZONS COMMUNITY SERVICES – 444 East Gay St, Warrensburg, Mo, 64093

Assistant Director of Nursing/LPN- June 2005-September 2014, Supervisor: Donna Epley 660-322-1965

A vital team member with a company who supports mentally and physically disabled individuals in their homes for over 9 years.

Job Title and Responsibilities:

- Assistant Director of Nursing
- Supervision of Direct Care Staff
- Developing, completing, and monitoring nursing procedures
- Instructor CPR/First Aid, Body Mechanics, Documentation, Assistant in NCI training
- Nutrition/ Healthy Eating Training
- Medical Billing
- Patient Accounts
- Company Accounts
- Maintaining health records/ Developing filing and monitoring system
- Developing and implementing Policies and Procedures
- Attending and monitoring all Medical appointments
- Nurse on call
- Supervisor on call for staff coverage
- Physical Assessments
- Creating and assisting in Personal Care Plans
- Level One Medication Instructor, Insulin Administration Instructor
- Coordinating and executing admissions and discharges
- Monitor and following state statutes
- Assistance to Administrator/ Cover in absences
- Crisis Management Team

Accomplishments:

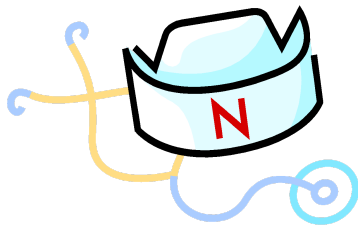
- Certificate in Excellence as a Manager
- Certificate of Excellence, No State Deficiencies
- Certificate in Most Energetic, Most Organized, Most Encouraging, Most Helpful

References:

Erica Hough- Employer/ Co- Worker 507-525-7090

Tammi Kremin- Co-Worker 712-578-2457

Paige Kremin- Friend- 605-215-8381



Robyn Miller 1397 Jay Ave, Rock Rapids, IA, 5142, P: 660-624-3327,
Email robyncarlene@gmail.com

Dear Jeremy Klinkhammer

I am writing to apply for the Unit Coordinator Position currently available in Avantara Norton. I believe with my 17 years of experience in administration/management, 12 years of experience in nursing, previous skills, and professional qualifications, as listed in my resume, I could assist in areas development and improvement here at Avantara Norton.

After speaking with Susan Christensen about development and improvement, she encouraged me to speak with you. I have past experience in opening, developing, and growing a healthcare company. I also have experience in entering 2 facilities and provided directions, assistance, and dedication in successfully re-developing and improving healthcare services. I have extensive experience in state statutes in MO, MN, IA, and SD and have developed moc surveys and been a compliance officer. I hope these skills could also be an asset to Avantara as well.

I believe Avantara will be a great success with the teamwork, development, and dedication I see in many of your employees and I am applying to be a part of that team to contribute in that process to be successful.

It would be a privilege to discuss the position in more detail. I understand the position is typically held by an RN, however I believe we can discuss the success of the position as an LPN. I am happy to come by whenever it is convenient for you. Thank you for your time and I

am looking forward to hearing from you with your feelings on proceeding in this discussion or if it is not available at this time.

Sincerely,

Robyn Miller