

# Lisa Salter

## **Nurse**

Hiawatha, IA

-Email me on Indeed: <http://www.indeed.com/r/Lisa-Salter/d64eedb64ec2fe3c>

## Work Experience

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### **LPN**

Hiawatha Care Center - Hiawatha, IA  
October 2018 to Present

Responsible for the care of up to 36 residents. Ensure medications and treatments are performed. Manage CNAs. Perform assessments. Care for patients who are at end of life. Provide nurturing health care for residents who have altered mental status. They go to for the other nurses in the building assisting with any duties they may need help with.

### **LPN (Licensed Practical Nurse)**

Cottage Grove Place - Cedar Rapids, IA  
September 2019 to April 2020

Responsible for care of long term care residents. Also responsible to respond to residents who live independently and who request medical attention. Monitored the residents in assisting living. Supervised OMT and CNAs through the night. As a PRN employee I picked up many shifts and was very dependable.

### **OFFICE MANAGER**

STEWARTS PERFORMANCE ENGINEERING INC - Cedar Rapids, IA  
June 2004 to July 2014

As the office manager of this very busy automotive shop I aided the owner in management of his employees and their payroll. I oversaw accounts payable and receivable, while doing so I kept very detailed records and managed several bank accounts. I performed audits of inventory and ordered everything from automobile parts to office supplies. I worked daily with customers explaining services recommended. I worked here full time until I completed my education as a nurse and then stayed on part time until the owner was able to get a replacement he felt suitable.

### **LICENSED PRACTICAL NURSE**

Family Medicine Specialist - Cedar Rapids, IA  
June 2008 to October 2013

As a nurse in this busy primary care providers office I stayed very busy. I was referred to as the float as I helped in any area needed. I provided back up support to 7 nurse/CMA, by assisting with injections, returning phone calls, rooming patients and many other tasks. I was essential to the process of transferring all written records to EMR when the office was flooded out in 2008 and forced to move to electronic records immediately. I would aid to 7 providers in the event their nurse was unavailable. I kept detailed records of all the patient's lab orders and contacted them if they were incomplete. I assisted with outside referral and scheduling in the event the scheduler was unavailable. I kept a binder of all community resources in the event a provider needed them for a patient during a difficult time. There were many times I would even help with reception in times they were short.

## Education

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### **DIPLOMA in NURSING**

KIRKWOOD COMMUNITY COLLEGE

December 2007

### **ASSOCIATE OF APPLIED SCIENCE in MEDICAL ASSISTING**

KIRKWOOD COMMUNITY COLLEGE

August 2006

## Nursing Licenses

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### **PN**

Expires: September 2024

State: IA

## Skills

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- Home Health
- LPN
- Staff Nurse
- Experience Administering Injections
- EMR Systems
- Vital Signs
- Medication Administration
- Laboratory Experience
- Tube Feeding

## Certifications and Licenses

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### **Driver's License**

### **LPN**