

Kimberly Sytsma

Tracy, IA

-Email me on Indeed: <http://www.indeed.com/r/Kimberly-Sytsma/9c96a7e0608cfb05>

Work Experience

LPN Charge Nurse

Wesley Life Pella Iowa - Pella, IA

January 2015 to Present

- Overnight charge nurse
- pass meds
- treat wounds
- chart
- start/ stop/run IV
- lab draws
- assess residents.
- monitor vitals
- supervise CNAs
- delegate as needed
- help residents with daily cares as needed
- prepare paperwork for all daily appts, Dr. visits, etc
- Quick decision making when hospital care is needed
- Assist with scheduling as needed
- Trach care
- Taking and processing Doctor's orders
- communicating with families, doctors, and other nurses
- Empathy and compassion

LPN Staff Nurse

HOMESTEAD - Oskaloosa, IA

August 2019 to August 2021

Evening nurse, manage staff, process orders, treat wounds, pass meds, delegate as needed, help residents with daily needs, foot care. Quick decision making when hospital care was called for, charting, sorting meds to distribute to residents locked cupboards in their room, communicate with doctors and families as needed.

Logistics Customer Service

Pella Corporation - Pella, IA

May 1997 to December 2011

Responsibilities

Responsible for communications with customers and businesses.. Ability to quickly manage difficult situations. Detail oriented, Assist internal/external customers supporting customer satisfaction. Ability to negotiate alternative resolutions to satisfy or meet customers' needs. Manage weekly reports to vendors. utilized my empathy skills to gain customer trust and loyalty.

Accomplishments

I implemented and helped create a communication program so our department could keep in contact with the plant regarding shortages or damages in the plant via the internet rather than the need to call, thereby interrupting the workers taking them away from their work. A designated person in the plant would check the internet at given times for to see if an orders were in question. The agent in the plant would go out into the plant and research that item, and enter the information in the system when he returned to the office rather than searching down one item at a time.

Skills Used

Empathy, understanding, negotiating skills. Customer service approach to satisfaction. Record keeping skills. Multi-tasking to follow up on products in question.

Computer skills such as Word, Excel, PowerPoint.

Substitute Teacher

Twin Cedars Elementary - Bussey, IA
September 1995 to May 1997

Responsibilities

Manage classroom routines including teaching lessons; grading work; assigning duties; mediating disagreements; assuring assignments completed on time; monitoring safety of students; assisting students who needed extra help completing assignments.

Accomplishments

I earned the respect of the students by leading them, empathizing with them, listening to them, rewarding them, respecting them, and making their day as pleasant as I could, while still maintaining that teacher-student relationship.

Skills Used

Leadership, empathy, listening, demonstrating, praising, general good communication and people skills.

Education

Iowa I.V. Certification. in I.V.

DMACC - Ankeny, IA
January 2018 to March 2018

LPN in Nursing

Indian Hills Community College - Ottumwa, IA
2012 to 2013

Bachelor of Arts in Elementary Education, Minor in Reading and Psychology

William Penn University - Oskaloosa, IA
1990 to 1995

Deploma in General

Twin Cedars Elem/High School - Bussey, IA
1978 to 1985

Skills

- Vital Signs
- Teaching
- Nursing
- Medication Administration
- Classroom Management

Certifications and Licenses

Mandatory Reporter

August 2012 to August 2014

Licensed Practical Nurse- Iowa

September 2016 to September 2019

Substitute Teacher License--Iowa

July 1995 to August 2000

Iowa I.V. Course

March 2018 to Present

start and maintain I.V.'s

Assessments

Verbal Communication — Highly Proficient

February 2019

Measures a candidate's ability to effectively convey information when speaking.

Full results: [Highly Proficient](#)

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

Additional Information

I enjoy working with people. I went into teaching at a young age but due to a lack of full time position, I returned to the factory where I had worked for several years as flex worker while our children were young. I worked there for almost 15 more years before being laid-off due to massive company cutbacks. I took that opportunity to return to school for something that I felt a calling for, nursing. I have always liked helping and taking care of people. After my mother got sick I realized while taking care of her that nursing was what I would like to do but, the opportunity was not available at that time. When the opportunity did arise I knew it was the right career move for me. I looking forward to the next step in my life and the wonderful rewarding career change.