

Nicole Kostyk

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Authorized to work in the US for any employer

Work Experience

Practical Nursing

Concorde Career College - Aurora, CO

July 2020 to August 2021

- ≡ Completion of the Accelerated Practical Nursing Program offered by Concorde additionally becoming IV and CPR certified. Duties are to include providing safe and therapeutic means to all patients with quality of care emphasized.
- ≡ 570 Clinical hours throughout the program including; Pediatrics, OB, and Med-Surg with Post Acute Medical Hospital

Marketing Analyst

Warner Pacific Insurance Services - Greenwood Village, CO

January 2020 to May 2020

- ≡ Received information from the RFQ, quotes and stakeholders, and prepare comparative spreadsheet illustrations for agents and/or their clients using the Warner Pacific Excel template.
- ≡ Maintain the accuracy of the plan benefit data to be imported into the Excel spreadsheet template during the preparation of comparative illustrations.
- ≡ Proofread all data within spreadsheets prior to distributing to stakeholders in a timely fashion.
- ≡ Make note of potential workflow or process enhancements and communicate to
- ≡ Supervisor for consideration.
- ≡ Provide assistance to Ancillary Rating Analysts as needed.

Mortgage Processor

Factual Data - Loveland, CO

August 2019 to January 2020

- ≡ Responsible for both collecting and verifying all documentation required for loan submission to ensure completion and compliance.
- ≡ Engaged attentively with callers to ensure a positive customer experience and address any comments or concerns.
- ≡ Used time management to stay organized and communicate in an effective manner, while working closely with other departments to get members' problems resolved.

Customer Service Representative

WaterPik - Fort Collins, CO

April 2019 to August 2019

- ≡ Accepted incoming calls to assist customers with product education, placing orders, and verifying account information.

- ≡ Commended for initiative, persuasiveness, intense customer focus and dependability in performance evaluations
- ≡ Maintained excellent customer service statistics as well exceeding sales mandatory minimum.

Education

LICENSE in IV Certified

Concorde Career College - Aurora, CO
2020 to 2021

Skills

- Acute care
- Medication administration

Certifications and Licenses

LPN

IV Certification

CPR Certification

Assessments

Work style: Conscientiousness — Highly Proficient

June 2020

Tendency to be well-organized, rule-abiding, and hard-working.

Full results: [Highly Proficient](#)

Filing & organization — Highly Proficient

August 2019

Measures a candidate's ability to arrange and manage files or records using a set of rules.

Full results: [Highly Proficient](#)

Patient-focused care — Expert

August 2021

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

Full results: [Expert](#)

Scheduling — Proficient

July 2021

Cross-referencing agendas and itineraries to avoid scheduling conflicts

Full results: [Proficient](#)

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