

Mandyn Tack

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Work Experience

Lpn Assistant Nurse Manager

BIRCH HAVEN ASSISTED LIVING - Baldwin, WI
October 2016 to October 2017

LPN Staff Nurse

Stillwater Medical Group - Stillwater, MN
May 2015 to October 2016

LPN

Osceola Medical Center - Osceola, WI
April 2014 to May 2015

Responsibilities

I currently work with Dr. Nicole Smith

Accomplishments

I enjoy working one on one with my provider and giving our patients the best care possible.

Skills Used

LPN skills

LPN

Allina Health - Woodbury, MN
September 2012 to April 2014

Responsibilities

LPN duties working with a very face paced family practice doctor.

Accomplishments

Keeping my very busy doctor on time and schedule

Skills Used

All LPN nursing skills

LPN

White bear lake school district #624 - White Bear Lake, MN

LPN

Allina Health
November 2011 to September 2012

Accomplishments

I loved working with the elementary students and getting to know my kids it was so much fun

Skills Used

I used all of my LPN skills

Health Unit Coordinator

Methodist Hospital

April 2010 to August 2011

I admit pregnant woman into the hospital along with faxing orders to the pharmacy, entering orders in the computer, taking phone calls from providers and clients, admitting babies when they are born, putting charts together.

Medical Assistant

Brookdale Park Nicollet - Brooklyn Center, MN

July 2005 to April 2010

Internal Medicine Department working one on one with a provider, Rooming Patients, Vital Signs, Injections, Phone calls to patients, helping with Minor procedures, Medication administration.

Medical Assistant

Minnesota Gastroenterology - Saint Paul, MN

April 2003 to May 2005

Gastroenterology Department Working with several doctors at one time. Rooming Patients, Taking Vital Signs, Phone calls to patients, Medication Administration, Phlebotomy.

Medical Assistant, North Suburban Family Physicians

Family Practice Dept Rooming - Roseville, MN

June 2001 to June 2001

to June 2001

Medical Assisting

North Suburban Family Physicians - Lino Lakes, MN

April 2001 to June 2001

school. I worked mostly in medical records putting charts away, roomed patients, administered medications, injections, blood draws, and vital signs.

OTHER

- Skilled at learning new concepts quickly, working well under pressure, and communicating ideas effectively.
- Exhibits sensitivity, maturity and flexibility in coping with difficult situations.
- Future goals include pursuit of BSN degree.

Education

Associates of Applied Science in Nursing

Rasmussen College - Brooklyn Park, MN

September 2011

Skills

- Experience working in multicultural environments
- Proven ability to build positive relationships with patients, family members, and other healthcare professionals
- Effective oral and written communication skills
- Strong pharmacology background
- Interest in Internal Medicine, Family Medicine and Carcinoma Treatment.

Assessments

Verbal Communication — Highly Proficient

April 2020

Speaking clearly, correctly, and concisely

Full results: [Highly Proficient](#)

Medical Billing — Familiar

December 2019

Understanding the procedures and forms used for medical billing.

Full results: [Familiar](#)

Customer Focus & Orientation — Highly Proficient

May 2020

Responding to customer situations with sensitivity

Full results: [Highly Proficient](#)

Attention to Detail — Highly Proficient

April 2020

Identifying differences in materials, following instructions, and detecting details among distracting information.

Full results: [Highly Proficient](#)

Electronic Medical Records: Best Practices — Proficient

January 2020

Knowledge of EHR data, associated privacy regulations, and best practices for EHR use

Full results: [Proficient](#)

Customer Service Fit — Proficient

July 2019

Assesses personality traits that result in high-quality customer service.

Full results: [Proficient](#)

Work Style: Conscientiousness — Expert

March 2019

Measures a candidate's tendency to be rule-abiding, well-organized, hard-working, confident, and think before acting.

Full results: [Expert](#)

Surveillance Operator — Highly Proficient

July 2019

Assessing risks, enforcing security standards, and handling complaints.

Full results: [Highly Proficient](#)

Supervisory Skills: Motivating & Assessing Employees — Proficient

December 2019

Motivating others to achieve objectives and identifying improvements or corrective actions.

Full results: [Proficient](#)

Work Style: Conscientiousness — Highly Proficient

December 2019

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

Full results: [Highly Proficient](#)

Nursing Skills: Clinical Judgment — Proficient

January 2020

Assessing a patient's condition and implementing the appropriate medical intervention.

Full results: [Proficient](#)

Receptionist — Proficient

July 2019

Using basic scheduling, attention to detail, and organizational skills in an office setting.

Full results: [Proficient](#)

Scheduling — Familiar

July 2019

Cross-referencing agendas and itineraries to avoid scheduling conflicts.

Full results: [Familiar](#)

Patient-Focused Care — Proficient

August 2019

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

Full results: [Proficient](#)

Administrative Support Professional Fit — Proficient

April 2020

Measures the traits that are important for successful administrative support professionals.

Full results: [Proficient](#)

Data Entry — Expert

June 2020

Entering data quickly and accurately

Full results: [Expert](#)

Following Directions — Highly Proficient

April 2020

Following multi-step instructions.

Full results: [Highly Proficient](#)

Medical Terminology — Expert

April 2020

Understanding and using medical terminology

Full results: [Expert](#)

Elementary School Classroom Management — Highly Proficient

August 2019

Promoting learning in an elementary school environment by maintaining classroom order.

Full results: [Highly Proficient](#)

Creating Presentations with Microsoft PowerPoint — Familiar

April 2020

Knowledge of Microsoft PowerPoint tools and features.

Full results: [Familiar](#)

Analyzing Data — Familiar

April 2020

Interpreting and producing graphs, identifying trends, and drawing justifiable conclusions from data

Full results: [Familiar](#)

First Aid — Highly Proficient

April 2020

Treating common medical emergencies

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.