**Gretchen Vermeis**

gretchen\_july@yahoo.com 234 West Church Street

309-255-6271 Amboy, IL

**Education**

**Associate Degree in Nursing, Registered Nurse** July 2020 Sauk Valley Community College, Dixon, IL

**Master of Liberal Arts and Sciences** December 2017

Western Illinois University, Macomb, IL

**Licensed Practical Nurse Certificate** August 2017

Sauk Valley Community College, Dixon, IL

**Certified Nursing Assistant Certificate** January 2015

Sauk Valley Community College, Dixon, IL **Bachelor of Arts** May 2012

Western Illinois University, Macomb, IL

**Work Experience**

**Registered Nurse** August 2020 - March 2022

Nextaff Nursing Agency, Peoria, IL

* Administered medication and treatment orders to residents.
* Utilized care plans to reference residents’ medical background.
* Gained experience using multiple computer charting programs.

**Behavioral Health Case Manager, Registered Nurse** December 2020 - September 2021

Sinnissippi Centers, Sterling, IL

* Maintained a personal case load of medication-only clients.
* Led medication monitoring and intake appointments.
* Provided client education on psychiatric medications.

**Licensed Practical Nurse** January 2018 - January 2020

Avonlea Cottage Memory Care, Dixon, IL

* Demonstrated leadership by supervising a team of CNAs.
* Promoted highest level of functioning for all residents.
* Correctly dispensed medication and completed treatment orders.

**Home Health Care CNA** March 2016 - December 2017

Private Pay, Amboy, IL

* Worked one-on-one with Alzheimer’s patient.
* Monitored health status: vitals, repositioning, hygiene, nutrition.
* Compassionately supported patient with ADLS.

**Alumni Donation Representative** August 2010 - September 2011

Western Illinois University, Macomb, IL

* Enhanced university advertisement by increasing donations.
* Successfully managed alumni and parent donation records.
* Created telephone scripts for staff to use during alumni interactions.

**Additional Certificates**

**Basic Life Support, BLS Certificate** Expires October 2023American Heart Association

**Advanced Cardio Life Support, ACLS Certificate** Expires July 2022American Heart Association