Shannon Radtke

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Work Experience

**Assistant Director of Nursing**

Green Bay Health Services - Green Bay, WI

January 2022 to present

* Responsible for the nursing team and quality of patient service in the absence of the director of nursing.
* Supervises, analyzes, delegates, and evaluates nursing activities and ensures patient comfort and care.
* Helping to hire, train, teach, and monitor nurses.
* Managing clinical operations and developing care plans.
* Preparing the daily schedule and planning shifts.
* Ensuring nursing staff follows departmental procedures and policies.
* Assisting in budget preparation and expense management.
* Conducting patient rounds and addressing complaints.
* Evaluating the performance of the department and recommending improvements.
* Scheduling staff meetings for patient updates, issues, and recommendations.
* Ensuring compliance with state, federal, and local standards.
* Keeping patient and employee records updated and accurate.

**Group Fitness Coordinator**

McGlone Fitness Group - Appleton, WI

2015 to Present

• Respond to all member issues concerning group fitness classes/Class-ic Training Program • Distribute, supply & maintain current club schedules at gym locations.

• Ensure all classes are covered and facilitate sub procedures at the facility.

• Report class tracking numbers on a monthly basis to the manager, franchise owner and group fitness training

manager.

• Submit payroll information to the general manager/franchise owner in accordance with the club payroll schedule.

• Submit all quarterly schedule changes to the group fitness training manager for updates to schedule and website.

• Facilitate the implementation of new programming.

• Provide seasonal inventory of all equipment to franchise owner/manager. Manage quarterly meeting with general

manager education them on group fitness class changes.

• Create an email list of club specific instructors: for club specific announcements and issues. • Maintain sign in sheets and sub list, including emergency policy and procedures. • Educate club staff on proper procedures.

• Submit all holiday schedule changes to the group fitness training manager and distribute copies at clubs. • Supervise all group fitness publicity at club level so that it is current and replenished, including postcards, guest

passes, and soliciting the distribution by instructors.

• Encourage attendance at special events. Follow all club/facility policies and procedures.

**Lead RN - Covid Testing Site**

Rhino Medical Services - Appleton, WI

October 2020 to December 2021

* Lead a team of RN's and clerical staff daily on nasal-pharyngeal Covid-19 PCR tests.
* Coordinate with the on-site team, as well as the team with the Federal Government, northmen labs and Rhino Medical.
* Coordinates, assigns and guides the work activities of other RN staff. This position monitors work schedules, maintains department scheduling guidelines, leads nursing practice oversight, and trains and mentors new staff.

PAST PROFESSIONAL EXPERIENCE

**RN, Clinical Research Services**

Alpha Professional Resources - Kimberly, WI

November 2015 to October 2020

• Oversee subject health, safety and welfare during clinical studies

• Ensure the Informed Consent process properly conducted and documented • Communicate with the Study Manager and Principal Investigator on all aspects of clinical studies • Report and follow-up on adverse events

• Dispense and ensure accountability of study test articles

• Communicate with the recruiting agencies to ensure proper enrollment and gratuity • Maintain study records and complete Source Documents and Case Report Forms

**Urological RN**

January 2016 to June 2016

Dermatology RN, 2016

**Hospice RN/Case Manager**

August 2015 to December 2015

Education

**Associate of Applied Science in Registered Nursing License** Rasmussen College - Green Bay, WI

Skills

• Home Health

• Staff Nurse

• RN

• Home Health

• Staff Nurse

• Hospice Care

• Research

• Group Fitness

• Clinical Research

Certifications and Licenses

**Registered Nurse (RN)**

February 2015 to Present

**BLS Certification**