

# Amanda Johnson

Mc Intire, IA 50455

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+1 507 440 7421

I am a fast, self-learner who loves a challenge. I am a dependable person

I am a task-driven individual with experience in bedside nursing, data entry, customer service, office management, team management as well as office duties. I am friendly and compassionate with great interpersonal skills. I enjoy helping people/companies achieve their personal/business goals.

## Work Experience

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### **Licensed assisted living director**

Our House Senior Living - Austin, MN

December 2019 to Present

Licensed assisted living director

As a Licensed Assisted Living Director, I have been able to use my excellent business skills to be able to run the day-to-day operations of a business, while ensuring that my residents continue to get the nursing care they need.

- Day to day operations of running a business.
- Data Entry
- Payroll
- Answering phones and directing as needed
- Accounts receivable
- Accounts payable
- Customer Service
- Inventory/Ordering Supplies as needed
- Declining Balances
- Scheduling and ensuring that the building is staffed according to the census
- Ensuring all staff have proper training
- Assigning training courses to all staff
- Ensuring that Safety Committee Meetings are being completed on a monthly basis
- Ensuring that staff meetings and resident council meetings are being completed on a monthly basis.
- Nursing assessments
- Auditing daily charting
- Auditing daily medications
- Ensuring that physician rounds are completed in a timely manner
- Ensuring that physician orders are executed in a timely manner
- Ordering as needed testing such as x-rays, labs, UA's, etc.

### **MDS Coordinator**

Stacyville Nursing and Rehabilitation Center - Stacyville, IA

August 2009 to December 2019

At the Stacy ville nursing Home, I developed my nursing skills as Charge Nurse, Interim DON, and MDS coordinator. These jobs gave me the skills I needed to be able to efficiently and effectively become a Licensed Assisted Living Director.

Duties Included:

- Managing a Team
- Scheduling
- Order Labs and tests such as x-rays, UA's, etc.
- Nursing Assessments
- MDS Assessments
- Medication Administration
- Assist with Activities of Daily Living
- Inventory on Supplies
- Safety Committee meetings

## Education

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### **Licensed Practical Nurse in Lpn**

North Iowa Area Community College - Mason City, IA

## Skills

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- MDS
- Memory Care
- Dementia Care
- Nursing
- Laboratory Experience
- Caregiving
- Medication Administration
- Vital Signs
- Patient Care
- Auditing
- Infection Control Training
- Data entry (3 years)
- Accounts receivable (3 years)
- Accounts payable (3 years)
- Payroll management (3 years)
- Inventory management (3 years)
- Computer skills (10+ years)
- Quality audits (3 years)
- Internal audits (10+ years)