

Elizabeth Cale

LPN

Sigourney, IA
ecrogers11@gmail.com
+1 641 895 6044

To find a career to utilize my LPN licensure and continue to learn and grow with my new position.

Authorized to work in the US for any employer

Work Experience

Travel LPN

Ascendo Resources - Iowa
January 2022 to Present

Travel LPN on contracts in different LTC facilities

LPN (Licensed Practical Nurse)

Fort Dodge Health and Rehabilitation - Fort Dodge, IA
November 2021 to Present

All LPN duties, electronic documentation, medication administration, emergency care when needed

Travel CNA

Nextstaff
October 2019 to Present

I travel to facilities all over southeast Iowa when they are short staffed and in severe need of help to care for their residents. Assist in all ADLs with residents, including dressing, oral care, peri care, toileting, transfers with gait belts or mechanical lifts, emotional and physical needs. Responsible for documentation of all work done with residents and maintaining a clean and hazard free hall. Experience with electronic documentation.

Service Coordinator/Program Director

Optimae LifeServices - Fairfield, IA
November 2018 to October 2019

Coordinates services for individuals with mental/intellectual disabilities for 3 site homes and 11 community customers in Fairfield. Supervises all services in Jefferson County. Collaborates with case managers, behavioral health team, and customer to develop a service plan that is specific to each individual's needs. Participates in annual reviews for each customer to re-evaluate goals and make changes as needed. Supervises DSP's and provides support and assistance whenever needed. Conducts monthly team meetings to address any changes or concerns that staff may have. Conducts coaching's with staff to support their growth in their position. Performs verbal and/or written warnings as warranted if disciplinary action is needed. Is available at all times for clients and /or staff as needed for assistance.

Behavioral Health Service Coordinator

Brighter Day Health - Ottumwa, IA

March 2017 to 2018

I go into facilities all over Southeast Iowa and facilitate psychology and psychiatry appointments for individuals with mental and physical disabilities. I take care of all billing sheets and prepping of each patient before clinics, and have interaction with every patient before, during and after clinic to make sure they're comfortable.

Purchasing Specialist

JBS - Ottumwa, IA

June 2017 to September 2017

Purchased all packaging required for bacon and bacon production, used SAP software daily to create purchase requisitions and track inventory, coordinated with vendors for scheduling and acquired new vendors based on cost savings, kept track of all purchase orders, supervise the warehouse employees

CNA - Certified Nursing Assistant

Crystal Heights Care Center - Oskaloosa, IA

March 2017 to June 2017

Assist in all ADLs with residents, including dressing, oral care, peri care, toileting, transfers with gait belts or mechanical lifts, emotional and physical needs. Responsible for documentation of all work done with residents and maintaining a clean and hazard free hall. Experience with electronic documentation.

CNA - Certified Nursing Assistant

Sunnybrook Living Care Center - Fairfield, IA

October 2015 to 2017

Assist in all ADLS with residents, including dressing, oral care, peri care, toileting, transfers with gait belts or mechanical lifts, emotional and physical needs. Responsible for documentation of all work done with residents and maintaining a clean and hazard free hall.

Service Advisor

Bowling Motors and RV Sales - Ottumwa, IA

January 2016 to August 2016

In charge of all scheduling of customers requiring service for their units. Creates repair orders, documents warranty/extended warranty information, takes care of all of extended warranty claims, all billing, all customer service on service side of business, suggests repairs or other products that customer may agree to or not have originally thought of, answering of all service calls, troubleshooting with customers for diagnosis of problems with units. Remains in constant communication with technicians on deadlines for work to be completed and with parts manager to verify correct parts have been ordered and will be delivered on time for installation. Also maintain open line of communication with customer through out process to keep high customer satisfaction. Maintain at least 45-50 units in need of service at a time efficiently.

Administrative Assistant

Dr Pepper Snapple Group - Ottumwa, IA

October 2015 to February 2016

Responsibilities

Responsible for all cashiering of daily routes ran for two locations, all deposits and money handling, customer service for accounts, accounts receivable, accounts payable, all data entry, weekly inventory of warehouse, answering phones, assisting with technical issues with computers and phones. Prepared

business comparisons for account managers as needed. Greeted all incoming traffic through front office and took care of any issues or questions they had.

Director / Accounting

Jay Rogers Group LLC - Centerville, IA
2009 to 2015

Assisted in the monthly bookkeeping, accounts payable, and receivables. Also gathered year end information and assisted in filing of tax returns.

Ranch Hand/Administrative Assistant

Bill Ward - Moravia, IA
2008 to 2015

Complete county and state paperwork for the abandoned wells, complete accounting paperwork for farm, manage business and personal finances by compiling annual revenue and business costs. Experience in working with horses and cattle. Aid in training horses, trimmed horses, filled abandoned wells, both led and assisted in multiple trail rides, taught others how to ride, both led and assisted with multiple cattle drives, transported horses to and from veterinarian, attended in the hygiene of the horses, helped repair and maintain farm fence, and aided and repair in machinery.

Packer

Iowa Aluminum - Albia, IA
September 2013 to February 2014

Package aluminum and calculate total weight of orders. Examine parts for shipment and imperfections.

Sales Associate

Double C Cowboy Country - Ottumwa, IA
May 2013 to September 2013

Complete all day-to-day operations, including opening and closing duties. Handle phone orders, cash register, and help the supervisor with correspondence to our distributors. In addition to my administrative and clerical duties, I organize the store product for display.

Sales

Pete Harkness - Centerville, IA
February 2013 to May 2013

Sales Associates

Assisted customer in the selection and purchasing, process of vehicles, rearranged car lot, and contacted previous customers setting future visits.

Accounting

Centerville Municipal Airport - Centerville, IA
2010 to 2011

Accounting

Prepared and compiled monthly revenue.

Administrative Assistant

Schmidt's Family Funeral Home - Centerville, IA
2008 to 2008

2008 Daily reception duties, completed county and state paperwork related to deceased person, housekeeping, scheduled appointments, and posted obituaries with local media.

CNA - Certified Nursing Assistant

Oakwood Specialty Care - Albia, IA

Assist in all ADLS with residents, including dressing, oral care, peri care, toileting, transfers with gait belts or mechanical lifts, emotional and physical needs. Responsible for documentation of all work done with residents and maintaining a clean and hazard free hall.

Education

Some college

Skills

- Experienced in Systems 2000, SAP, Microsoft Word, Word Perfect, Adobe, Outlook, Access, Power Point, Quicken, and Excel. I am comfortable with all basic office equipment, scanning, and merge documents.
- CNA
- Cna Certified
- Certified Nursing Assistant
- Time Management
- Outlook
- Documentation
- Microsoft Excel
- training
- CPR
- Case Management
- Microsoft Access
- Microsoft Outlook
- Purchasing
- Equine Experience
- Behavioral Health
- Accounts Receivable
- Accounts Payable
- Developmental Disabilities Experience
- Bookkeeping
- Developmental Disabilities Experience
- Management
- QuickBooks
- Microsoft Office
- Organizational Skills
- Administrative Experience

- Customer Service
- Computer Skills
- LPN

Certifications and Licenses

Driver's License

CPR

Certified Nursing Assistant (CNA)

BLS Certification

Assessments

Project Timeline Management — Highly Proficient

September 2019

Prioritizing and allocating time to effectively achieve project deliverables.

Full results: [Highly Proficient](#)

Scheduling Skills — Highly Proficient

June 2020

Cross-references agendas and itineraries to avoid scheduling conflicts.

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.

Additional Information

SKILLS

Experienced in Microsoft Word, Word Perfect, Adobe, Outlook, Access, Power Point, Quicken, and Excel. I am comfortable with all basic office equipment, scanning, and merge documents.