

Lindsey Burnett

610 Rosewood, St. Joseph, IL 61873 | 217-493-6880 | burnettl44@yahoo.com

EDUCATION AND CERTIFICATIONS

Nursing | 01/2021-current | Lakeview College of Nursing Danville, IL
Agriculture Business | B.S. | 2016 | Illinois State University Normal, IL
Business Administration | A.S. | 2012 | Parkland College Champaign, IL
Certified Medical Assistant | Certificate | 2019 | Carle Champaign, IL
EMT | Certificate | 2020 | Parkland College Champaign, IL

- BLS
- GPA: 3.9

Skills

- Proficient in Microsoft Word, Excel and PowerPoint, Outlook, Publisher and Windows
- Basic knowledge of Access
- Basic knowledge of Bookkeeping and QuickBooks
- Type 60 wpm
- Great organizational and communication skills

RELATED PROFESSIONAL SKILLS

- Established long-term partnerships and strengthened existing relationships with the corporate sector, as well as other key communities, to result in funding American Society of Animal Science foundations.
- Advanced the American Society of Animal Science's funding by maintaining strong communication ties with Society members, corporate and foundation donors, and prospects.
- Executed content quality assurance for testing the interaction between the content and the application(s) within a targeted timeline.
- Provided status updates regarding test progress and results.
- Assisted mobile application developer(s) with content-based problem-solving.
- Assisted in the set-up of meeting rooms and/or events as instructed by the conference organizer to ensure the timely start and smooth running of conferences.
- Registered conference participants.
- Prepared conference materials for on-site distribution.
- Served as a liaison between conference coordinators and conference guests.
- Made conferences successful by effectively disseminating information, managing registration, and facilitating an enjoyable conference experience for all participants.

Experience

CERTIFIED MEDICAL ASSISTANT | CARLE | 01/2019 - PRESENT

- Rooming patients: Collecting pertinent information regarding the patient's chief complaint, family history, social history, surgical history, and medication reconciliation upon arrival for a patient visit.
- Obtain vital signs on patient's including weight, height, blood pressure, pulse ox, pulse.
- Telephone Interactions: As directed, completing necessary telephone communications with patients, families, pharmacies, and/or other health care facilities.
- Perform procedures, reading results of negative TB skin tests or steering patient to the care of a department nurse when TB screening appears to have indications of a positive read, and other diagnostic testing at the point of care.
- Provide assistance with prescription medication refills per department protocols. Call medications into pharmacies; notify patients of refills, and documents actions within the EMR per provider orders.
- Complete medication reconciliation in office of all medication and over the counter medications that the patient may be taking

- Maintain department specific competencies related to point of care testing (i.e. strep throat, flu, RSV, bacterial vaginosis), equipment handling, and specialty training.
- Administration of immunizations, PPD testing, nebulizer treatments.
- Assist with in office procedures such as toenail removal, lesion removal, wound care.

ACCOUNTS MANAGER | AMERICAN SOCIETY OF ANIMAL SCIENCE| 06/2016 – 01/2019

- Enter data on invoices, ensuring proper coding on documents.
- Post customer payments by recording cash, checks, and credit card transactions and entering them into accounting software.
- Prepare cash and check payments for bank deposit, and making deposits at the bank.
- Update receivables by totaling unpaid invoices.
- Reconcile the accounts receivable ledger, ensuring all payments are accounted for and properly posted.
- Verify validity of account discrepancies by obtaining and investigating information from sales and donations.
- Summarize receivables by maintaining invoice accounts, coordinating monthly transfer to accounts receivable account, verifying totals; preparing reports.
- Generate monthly, quarterly, or annual financial statements and report detailing paid and unpaid invoices and other accounts receivable activity.

SUPERVISOR | GORDMANS CHAMPAIGN, IL | 01/2017 – PRESENT

- Greet/acknowledge each customer promptly as they enter the department
- Interrupt store tasks to assist and answer questions for customers in a courteous manner
- Maintain the store and all wrap stations in a clean, neat, and organized manner
- Maintain merchandise presentation to company standards
- Thank the customer by name and invite them to come back at the close of each sale
- Follow all company policies and procedures
- Opening and closing the store
- Protecting all company assets
- Ensuring proper execution of all store operations and company programs
- Ensuring the highest level of customer service and satisfaction
- Maintaining company standards throughout the store
- Ensure entire staff is working to achieve controllable goals
- Delegate and follow-up when appropriate for understanding and ensure compliance
-

SALES ASSOCIATE | GORDMANS CHAMPAIGN, IL | 09/2007 – 01/2017

- Consistently exceed weekly sales quota by an average of 23%.
- Consistently exceed monthly sales quota by an average of 35%.
- Earned Employee of the Month 8 times in 12 years.
- Ensure high levels of customer satisfaction through excellent sales service.
- Assess customers' needs and provide assistance and information on product features.
- Welcome customers to the store and answer their queries.
- Promptly resolve customer complaints to ensure maximum customer satisfaction.
- Remain up-to-date with product features and maintain store's visual appearance in high standards.