

Pat Boelter
952-270-9702
Midtown.pat@gmail.com

PERSONAL SUMMARY

Experienced RN with strong computer and customer service skills. Seeking to apply experience serving clients in healthcare and business settings, performing triage, as well as business acumen to a position in healthcare or office support.

HIGHLIGHTS OF QUALIFICATIONS

- Strong oral and written communication skills
- Experienced in Microsoft Office and online research
- Excellent people, organizational, and decision-making skills
- Strong commitment to team environment
- Ability to assess overall needs of an organization and programs
- Knowledge of medical terminology

EDUCATION

Licensed RN
MN Board of Nursing Renewed 2018

RN Refresher Course
Normandale Community College, MN 1/2018-3/2018

- Intensive review of Anatomy and Physiology, Disease Processes, Ethics, and Legality
- 80+ hours of field experience

Office Support Specialist Certification
Avivo Institute of Career and Technical Education, Minneapolis, MN Received 12/2017

- Microsoft Office Word, Excel, PowerPoint, Access and Outlook, Windows Operating Systems, Effective Communication and Customer Service, Typing, Applied Math

Nursing Diploma
Presentation School of Nursing, Sioux Falls, SD

WORK EXPERIENCE

Nursing Volunteer
Throughout Twin Cities 1/2018-3/2018

- 80+ hours of service through preceptorships in tele-nursing, school nursing, and TCU nursing

Property Manager
Self-employed, Okoboji, IA 2005-2017

- Managed and maintained condominium
- Organized lease agreement with tenant and addressed tenant's requests
- Collected rent and managed finances
- Advertised and staged property

Lead Volunteer
Sjogren's Syndrome Foundation, Throughout MN 2009-2014

- Scheduled and organized meetings
- Main contact for the state of MN
- Communicated by phone and email with state members

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- Educated community and healthcare professionals
- Recruited members and volunteers
- Ensured organization adhered to HIPAA and foundation guidelines
- Recognized members with leadership skills and directed them to leadership positions

Registered Nurse

Various hospitals in the Twin Cities

- Served clients in Psychiatric, Medical, and Surgical fields