**Ashley Nielsen**

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**Objective:**

*Combine my long-term care clinical experience, alongside my healthcare management knowledge and business experience to obtain my long-term care administration license and work with a great long-term care company.*

**Certifications & Licenses**

**Certified Pharmacy Technician (CPhT)** 6/2009-Current

*Pharmacy Technician Certification Board (PTCB) Cert. # 480107010011962*

**Qualified Medication Administration Person (QMAP)** 5/2013-5/2018

*Colorado Dept. of Public Health & Environment*  *Denver, CO*

**Certified Nurse Aide (CNA)** 1/2013-1/2016

*Colorado Department of Regulatory Agencies (DORA)* License # *NA.00752771*

**Education:**

**Regis University** 1/2019-12/2021

*Masters in Business Administration- Health Industry Leadership Denver, CO*

**Metropolitan State University** 2015-12/2018

*Bachelors of Science in Health Care Management: Expected graduation, 12/2018 Denver, CO*

**Community College of Denver** 2012-2015

*Associates of General Studies- Member of Phi Thetta Kappa honor society* *Denver, CO*

**Community College of Denver** 2013

*Nurse Assistant Certificate*  *Denver, CO*

**Penn Foster** 2008-2009

*Pharmacy Technician Certification* *Scranton, PA*

**Columbine High School** 2002-2006

*High School Diploma Littleton, CO*

**Experience**

**Lucky Dog Contracting** 8/2015-Current

*Administrator*  *Colorado Springs, CO*

Input monthly income statements into QuickBooks and reconciled books. Re-branded company logo. Designed and maintain company website. Maintained office filing and paperwork. Work with owner to establish, promote and advertise new company segments. Oversee social media presence & brand management. Preform business & competitive intelligence, market research, content development and operational support. Established H.R. program and software & developed employee handbook. Reviewed and analyzed finances for new capital purchases. Helped establish new concrete segments. Interviewed and hired office management. Developed operational improvements for tracking and monitoring segments. Developed new hire process and packets. Created Dropbox group for managers to access company documents.

**Namaste Alzheimer’s Center** 8/2018-11/2018

*Nursing Home Administrator Intern Colorado Springs, CO*

Completed 300 hours at internship assisting, contributing, shadowing and participating in the responsibilities of a skilled nursing facility administrator. Observed and assisted with the management of daily facility operations, attended department manager meetings including Quality Assurance and Performance Improvement (QAPI), Residents at Risk (RAR), 24-hour Interdisciplinary meetings, clinical meetings & hospice meetings. Evaluated and participated in departments including Administration, Nursing, Social Services and Environmental Services. Evaluated and gained experience with Point Click Care and the Colorado Department of Public Health and Environment (CDPHE) web portal. Identified a need for a Snoezelen room and wrote grants to obtain funding. Participated in assessments, attended the fall Colorado Health Care Association & Center for Assisted Living (CHCA) fall conference and trainings, gained an understanding of federal and state laws and requirements of a Long-Term Care/Skilled Nursing Facility (SNF), participated with audits, state survey prep meetings, observed the annual state survey and complaint survey processes.

**Walgreens Pharmacy** 1/2009-1/2010 & 8/2014-8/2015

*Certified Pharmacy Technician* *Denver, CO & Colorado Springs, CO*

Received, refilled and input prescriptions. Resolved prescription insurance claim adjudications. Received, stored inventory, verified quantities against invoices and checked for outdated medications. Assisted the Pharmacist with inventory, ordering and special orders. Reconstituted suspensions, creams and other medications requiring mixing. Communicated with prescribers, insurance companies and patients in person, via fax and telephone. Sold Walgreen’s health plans & medication flavorings.

**Allison Care Center** 2013

*Certified Nurse Assistant Lakewood, CO*

Fed, bathed and dressed patients. Checked and recorded vital signs. Answered call lights. Observed and charted changes in patient conditions and behavior. Assisted the nurses with medical procedures and various health related situations. Assisted residents with toileting and diapers. Fed and monitored food intake. Worked with Alzheimer’s and Dementia patients.