

# Melissa Barker

Shawano, WI 54166

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## Work Experience

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### **LPN, NURSES PRN**

Nurses prn - Appleton, WI

June 2017 to Present

- Listen attentively to patient needs and respond appropriately
- Collaborate with health care team

### **LPN/SUPERVISOR**

SHAWANO HEALTH SERVICES - Shawano, WI

September 2016 to July 2018

- Delegated task and responsibilities to CNA
- Communicated effectively with patients and health care team

### **CBRF NURSE MANAGER**

GOOD SHEPHERD SERVICES - Seymour, WI

June 2009 to March 2017

- Managed 53 residents and 50 plus employees
- Assisted Human Resource Manager with the hiring process for new employees
- Disciplined, trained, completed orientation, kept files and educated employees
- Scheduled employees
- Processed Payroll
- Assured state regulations were followed

## Education

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Fox Valley Technical College - Appleton, WI

May 2019

Northwestern Technical College - Green Bay, WI

August 2008

## Skills

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- Nurse Management
- Nursing
- Human Resources Management

## Certifications and Licenses

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### **LPN**

## Additional Information

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### SKILLS

- Payroll
- Benefits
- Organization skills
- Flexibility
- Scheduling
- Employment Laws
- Planning
- On boarding
- FMLA
- Workers Compensation