

Tina Harrison

Certified Nursing Assistant/ Quality Audit/ General Production/ Machine Operator/ Inspect & Leak Check Parts/ Business Management/Administrative/Admissions Coordinator/ Scheduling Coordinator

Sheboygan, WI

- Email me on Indeed: <http://www.indeed.com/r/Tina-Harrison/5a27a6980920ecf8>

To not only bring the skills and experience learned but to learn the ways of your organization to ensure complete satisfaction with current and potential customers.

I enjoy working with each and every employee and customer I may talk to or see come and go throughout my time as an employee, and not only do I want to learn and grow during this process with the company I would like to become more of asset by increasing my knowledge to provide the services needed for this position so I can continue to uphold the mission statement and provide what is needed and wanted by our customer's.

Authorized to work in the US for any employer

Work Experience

Certified Nursing Assistant

Sunny Ridge Health & Rehabilitation Center - Sheboygan, WI

July 2019 to Present

Bath, feed, and dress residents, assist the nurse with vitals, answer the call lights, pass fresh water and linen, and any other needs the resident or nurse might need assistance with.

Quality Audit

NEMAK - Sheboygan, WI

January 2017 to July 2019

Inspect, machine parts, Vc gage, leak check, gager, and any other areas as needed.

CNA - Certified Nursing Assistant

Milestones - Sheboygan, WI

February 2018 to June 2018

Pick up and drop off residents, assist with feeding, baths, medications, peri care, and other activities and needs as needed.

Certified Nursing Assistant

Milestones - Sheboygan, WI

March 2016 to January 2017

Pick up and drop off residents, assist with feeding, baths, medications, peri care, and other activities and needs as needed.

Certified Nursing Assistant

Golden Living - Sheboygan, WI

May 2015 to February 2016

Responsibilities

Provide personal care and assistance to residents as directed: bathing, grooming, feeding, and toileting.

Demonstrate the ability to read, understand and follow individual resident care plans while charting on these residents using a care-tracker system.

Certified Nursing Assistant

Vitas Hospice

May 2013 to May 2015

Drive each day to a number of facilities and homes to provide patient cares: baths, peri care and turning every two hours, feeding, assisting other patients, family members, and other co-workers with any needs and wants.

Assistant Service Manager

Deerwood Crossing - Brown Deer, WI

October 2012 to January 2013

Developed the Activity Calendar, Administrative Assistant Duties, such as answering phones, filing, Patient Assessments, Scheduling Appointments, and worked as a Resident Assistant and passed medications if needed.

Scheduling Coordinator/CNA/CHPNA

Seasons Hospice - Milwaukee, WI

December 2007 to August 2010

Responsibilities

Scheduled CNA's for patient visits also work full time as a CNA seeing patients taking care of their everyday needs, such as bathing and assistance with feeding.

Skills Used

Communication with other staff members to ensure patient receive quality care.

Computer skills such as Microsoft Office and Outlook. Fax, scan, and answering phone calls or returning messages dealing with scheduling.

Certified Nursing Assistant

Vitas Hospice - Wauwatosa, WI

November 2005 to December 2007

- Drive each day to a number of facilities and homes to provide patient cares: baths, peri care and turning every two hours, feeding, assisting other patients, family members, and other co-workers with any needs and wants.

Certified Nursing Assistant (CNA)

Mount Carmel - Greenfield, WI

November 2000 to December 2005

Patient cares: baths, peri care and turning every two hours, feeding, assisting other patients, family members, and other co-workers with any needs and wants.

Education

Masters in Health Administration Concentration in Gerontology

University of Phoenix - Brookfield, WI

2011 to 2013

Bachelors in Science of Business/Management

University of Phoenix - Brookfield, WI

2007 to 2011

Skills

- Microsoft office, inventory, ordering (2 years)
- Quality Control
- Certified Nursing Assistant
- Home Health

Certifications and Licenses

Certified Nursing Assistant (CNA)

CPR

Additional Information

SKILLS

Administrative Assistant, Scheduling Coordinator, Activity Coordinator, Patient Assessments, Scheduling Appointments, and a variety of healthcare knowledge: CNA/Hospice/Palliative Care, documentation of patient activities and changes, knowledge of HIPPA, OSHA, proper PPE, and other state regulations. In my younger years I worked as an Assistant Manger at A&W where I learned inventory, ordering, stocking, counting money at the end of the shift and doing drop offs.

COMPUTER SKILLS

Microsoft Office (Word, PowerPoint, Excel), Outlook, and 30-40 (WPM)