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|  | Chris Anchondo Sr.Stevens Point, WI  |  C.AnchondoSr@gmail.com  |  608-548-0900 |
| Skills & Abilities | Managing staff and consumers, create detailed records, multitask, coordinate schedules, keep a balanced budget, and comply with HIPPA, Wisconsin State Laws and confidentiality clauses. |
| Experience | **Program manager** Aurora servicesJune 2014- presentOversee all house needs including but not limited to: budgeting, scheduling, staffing, direct cares of consumers, managing consumer’s schedules and care providers, coordinating schedules with case managers and keeping updated records.**operator** judge’sNOVEMBER 2013- JUNE 2014Operated the industrial driers. **CNA** Villa Pines2008-2014Performed direct cares for residents.**line lead** Cardinal glass1996-2008Managed the packing line staff, handled invoices, and operated the machinery to ensure quality produces are delivered to the customer.  |
| Education | **WWTC**, BLACK rIVER FALLS, wiCERTIFIED NURSING ASSISTANTWISCONSIN NURSING ASSISTANT CERTIFICATION, MEDICATION PASSING CERTIFICATE, FIRE SAFETY CERTIFICATE, AND CPR CERTIFIED |
| Leadership | I have had direct supervision over staff for multiple years. I work well as a leader because I have great communication skills, I prioritize well, have excellent time management skills, and I have experience with keeping detailed records. Most of all I have the ability to roll with the punches.  |
| References | available upon request |