

# Traci Grenwalt

## **Registered Nurse**

Tomahawk, WI 54487  
[traci.wolff@yahoo.com](mailto:traci.wolff@yahoo.com)  
(715)921-9655

License Number 198113-30

Authorized to work in the US for any employer

## Work Experience

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### **ER Technician/RN**

Sacred Heart Hospital - Tomahawk, WI  
December 2019 to Present

- registering patients
- rooming patients
- taking vitals of the patient
- administering EKGs
- logging charts
- entering orders

### **Registered Nurse/Scheduler/Infection Prevention**

Tomahawk Health Service's - Tomahawk, WI  
September 2018 to Present

- Administration of medications to residents
- Use of MAR and TAR for record keeping
- Overseeing the work of CNAs
- Working with scheduling
- Overseeing Infection audits
- Performing Covid-19 tests
- Recording Covid-19 to the state
- Providing wound care when needed
- Keeping record of flu and Covid-19 vaccines
- Nursing Home Infection Preventionist Training course(Web-Based)--19.3 Contact Hours

### **Private Duty Nurse/PAL**

Private Residences - Merrill, WI  
April 2015 to Present

- Administer medication to patients
- State paperwork for private care
- Showers, and hygiene needed
- Use MAR and logs for records
- Attend Dr. appointments and PT appointments
- Help with school
- Cleaned equipment as needed

- Familiar with Bipap machine, couch assist, suction machine and IPV
- Hold my own NPI number

### **Bartender**

Last Straw - Athens, WI  
August 2016 to May 2018

- Provide excellent customer service as well as many other tasks
- Cleaning and stocking when needed

### **Medical Assistant/Nurse**

VNA Home Health - Wausau, WI  
October 2012 to 2016

Administered the influenza vaccine to adults and children

- Provided education about influenza vaccine to patients
- Documented information gathered on each patient
- Collected patient data including patient information and insurance information

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### **Floor Nurse**

Pine Crest Nursing Home - Merrill, WI  
November 2013 to March 2015

- Administer medication to residents
- Document of residents that are Medicare, on SBARS and behaviors
- Provide any treatments that are needed
- Supervise the CNA's that are working the halls that I am providing care for
- Provide family, POA's or physician's in any changes in health of the residents
- Transcribe new orders in the MAR

### **Bartender**

Jumpers Bar - Little Chicago, WI  
August 2011 to July 2013

- Provide excellent service while multi-tasking to ensure the best possible customer experience
- Cleaning, stocking and locking up at the end of each night

### **Senior Account Manager**

West Business Services - Wausau, WI  
March 2008 to November 2011

Star Award February 2009

- Given for meeting or exceeding goals
- Star Award April 2010
- Given for meeting or exceeding goals
- Coin Award June 2011
- Given for finalizing a sale of over \$20,000
- Provided leadership over team when manager needed to be out of the office
- Provided and analyzed attendance documentation and attendance percentage of the team

- Managed accounts for a variety of businesses to provide the best value for their dollar for office supplies, medical supplies and break room supplies
- Set up pricing plans for business
- Provided assistance for accounts with placing orders online as well as through me

### **Bartender**

Erickson/s West Side Tap - Merrill, WI  
July 2007 to August 2008

- Helped with ordering of supplies
- Cleaned at end of the night and locked up

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### **Payment Processing**

Eastbay - Wausau, WI  
October 2005 to July 2007

- Verified with credit card companies to prevent fraud
- Fixed discrepancies within stores on their registers and inventory
  - Assisted customers with placing orders and finding products

### **Cashier/Floor Associate**

Wal-Mart - Wisconsin Rapids, WI  
August 2001 to October 2004

- Provided superior customer service
- Did stocking of shelved
  - Helped in many different departments when low staffed

### **Optician**

Wal-Mart Vision Center - Wisconsin Rapids, WI  
2002 to 2004

- Provided customer service in finding glasses and contacts
- Performed patient pre-screening, documenting record, scheduled appointments
  - Worked with insurance companies for coverage for patients
  - Helped in training of new Optician's
  - Educated patients of HIPPA laws and provided copies to the patient

## Education

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### **AAS in Nursing**

Rasmussen College Wausau - Wausau, WI  
January 2012 to June 2013

### **AAS in Medical Assisting**

Rasmussen College - Wausau, WI  
January 2011 to January 2012

## Nursing Licenses

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### **RN**

Expires: February 2022

State: WI

## Skills

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- Waitress
- Restaurant Server
- Hostess
- Nursing
- Hospital Experience
- Medication Administration
- Vital Signs
- Order Entry
- Medical Terminology
- EMR Systems
- Infection Control Training
- Patient Care

## Certifications and Licenses

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### **Registered Nurse (RN)**

October 2013 to February 2022

### **BLS Certification**

### **CPR Certification**