|  |  |
| --- | --- |
| Name: |   Blanca Writt |
| Phone: |    |
| Email: |   blancawritt3@gmail.com |
| Location: |   US-WI-Green Bay-54301 () |
| Last Modified: |   6/3/2019 7:49:49 PM |

 Work History

|  |  |  |
| --- | --- | --- |
| Company Name: |   Innovative Services | 11/06/2010 - Present |
| Job Title: |    |
|  |
| Company Name: |   Odd Fellows Nursing Home and Rehabilitation | 06/27/2006 - 03/08/2008 |
| Job Title: |    |
|  |
| Company Name: |   UW-Extension | 11/02/2002 - 02/28/2006 |
| Job Title: |    |
|  |

 Additional Skills And Qualifications

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| --- | --- | --- | --- |
| Recent Job Title: |    null | Recent Wage: | 0 per  |
| Security Clearance: |   No |  |  |

 Desired Position

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| --- | --- | --- | --- |
| Desired Wage: |    per  | Desired Employment Type: |  |
| Desired Travel: |    |   Desired commute: |  |
| Desired Relocation: | No |  |

 Resume

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| BLANCA WRITT501 Greene Ave # 7 | Green Bay WI | 920-360-2793 | blanca.writt@mymail.nwtc.eduSKILLS PROFILE\* Fluent in English and Spanish. Ability to read and write in both languages\* Accounting Assistant- (Major Accounting )\* Certified as a Nursing Assistant\* Ability to work under stressful environments and remain calm\* Ged Certification\* Experience with different spreadsheets i.e. Excel , Word, QuickBooks, and Windows\* 5+ years of Mental Health experience\* Ability to follow written and verbal direction and apply it within a timely manner\* Ability to operate basic faxmulti-telephone system- and utilize computer software andspreadsheetsEMPLOYMENT HISTORYInnovative Services 6/11/2010 - PresentGreen Bay ,WI\* Assist individuals that are affected with Mental Illness\* Work closely with local law enforcement Police Officers and local Crisis Center\* Provide 1:1 with individual that are court ordered to stay in a monitored Facility\* Complete intakes as they arrived into the facility and enter all information into the computer\* Work closely with local Probation Agents and their clients\* Audit for discrepancies of incorrect documentation of medications and incomplete documentationof general information\* Monitor clients at their return from an approved pass and search their bags to ensure safetyof no contraband into the facility.\* Preform room searches upon suspicion with approval by the appropriate personnel\* Preform breathalyzer when an individual shows suspicion of being under the influence ofalcohol\* Follow and transcribe doctor orders that have been implemented and update charts as needed toreflect the current doctor orders\* Follow all protocols that are implemented for safety\*Odd Fellows Nursing Home and Rehabilitation06/27/2006- 8/3/2008Green Bay, WI\* Daily charting of resident daily contact notes\* Communicate with doctors and nurses\* Vitals as needed for the residents\* Assist with feeding, bathing and activities of daily living skills for residentsFollow HIPPA regulations to meet the standard State requirements\* Multi task daily assignments to meet proper deadlines as required\* Assist Physical Therapy as needed\* Continue to meet the required in-service training to maintain status on the CNA nursingregistry.\* Chart daily inputs and outputs of intakes as needed\* Follow all written and verbal communication to perform the daily job duties as necessary2/11/2002 - 2/28/2006UW-ExtensionGreen Bay, WI\* Educated a large diverse population on the importance of nutrition and Financial Management\* Provided the nutrition education in both English and Spanish to assist with language barriers\* Assist local agencies with home visits as needed\* Translated all required class materials in English and Spanish\* Assist with the Community Gardens\* Partnered with Health Department as needed for home visits and provided information to motherswith young children regarding nutrition education\* Worked closely with high risk school age children in an after school setting to educate on theimportance on eating healthy.\* Entered all information into a daily log and submitted as required to personal for StateFunding purposesACTIVITIESReading researchBikingVolunteeringRunning |