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| --- | --- |
| 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

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| --- | --- | --- |
| Company Name: | Innovative Services | 11/06/2010 - Present |
| Job Title: |  | |
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| 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 WRITT 501 Greene Ave # 7 | Green Bay WI | 920-360-2793 | blanca.writt@mymail.nwtc.edu     SKILLS 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 and spreadsheets   EMPLOYMENT HISTORY Innovative Services 6/11/2010 - Present  Green 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 documentation of general information \* Monitor clients at their return from an approved pass and search their bags to ensure safety of 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 of alcohol \* Follow and transcribe doctor orders that have been implemented and update charts as needed to reflect the current doctor orders \* Follow all protocols that are implemented for safety \*     Odd Fellows Nursing Home and Rehabilitation 06/27/2006- 8/3/2008  Green 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 residents   Follow 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 nursing registry. \* Chart daily inputs and outputs of intakes as needed \* Follow all written and verbal communication to perform the daily job duties as necessary 2/11/2002 - 2/28/2006  UW-Extension Green 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 mothers with young children regarding nutrition education \* Worked closely with high risk school age children in an after school setting to educate on the importance on eating healthy. \* Entered all information into a daily log and submitted as required to personal for State Funding purposes     ACTIVITIES Reading research Biking Volunteering Running |