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| --- | --- |
| Name: | Margit Ann Frisch |
| Phone: | +1 (608) 712-5418 |
| Email: | mommafrisch@yahoo.com |
| Location: | US-WI-Stoughton-53589-5466 (USC) |
| Last Modified: | 11/8/2019 12:51:07 PM |

 Work History

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| --- | --- | --- |
| Company Name: | Stoughton Area EMS | 12/01/2012 - Present |
| Job Title: | Advanced Emergency Medical Technician | |
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| Company Name: | Stoughton PDQ | 02/01/2014 - 05/20/2019 |
| Job Title: | Shift leader | |
|  | | |
| Company Name: | Agrace Hospice | 04/01/2017 - 02/20/2019 |
| Job Title: | Enrollment Representative | |
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| Company Name: | BSG Maintenance at Nazareth Health and Rehabilitation | 04/01/2015 - 04/01/2017 |
| Job Title: | Site Supervisor | |
|  | | |
| Company Name: |  | 09/01/2014 - 04/01/2015 |
| Job Title: | Administrative Assistant | |
|  | | |
| Company Name: |  | 03/01/1999 - 12/31/2012 |
| Job Title: |  | |
|  | | |
| Company Name: | Stoughton Hospital | 08/01/1989 - 12/31/1999 |
| Job Title: | Unit Clerk | |
|  | | |
| Company Name: | Stoughton Area EMS | 06/01/1993 - 12/31/1996 |
| Job Title: |  | |
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 Education

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| --- | --- | --- | --- |
| School: | Stoughton High School | Graduation Date: |  |
| Major: | Not Applicable | | |
| Degree: | High School | | |
| School: | Madison Area Technical College | Graduation Date: |  |
| Major: |  | | |
| Degree: | None | | |
| School: | Madison Area Technical College | Graduation Date: |  |
| Major: |  | | |
| Degree: | None | | |

 Additional Skills And Qualifications

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| --- | --- | --- | --- |
| Recent Job Title: | Advanced Emergency Medical Technician | 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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| MARGIT ANN FRISCH  909 Truman Rd. Stoughton, WI 53589 | 608-712-5418 | mommafrisch@yahoo.com     SUMMARY     SKILLS  Microsoft Word Microsoft Excel Typing skills Multi line phone system Copier / fax machine/ printer/ scanner Customer service experience Strength in prioritizing work duties to achieve efficiency Supervisory / Management Scheduling Critical thinking and Emergency Response Advanced Life Support Skills and Knowledge Medical Terminology Knowledge Excellent Communication Skills Ability to stay calm under pressure and handle stressful situations     EXPERIENCE    April, 2017- Feb. 20, 2019 Enrollment Representative at Agrace Hospice At Agrace Hospice I was tasked with     April 2015 -April 2017 Site Supervisor, BSG Maintenance at Nazareth Health and Rehabilitation Ensure housekeeping standards are followed. I make sure staff follow protocols and state regulations, schedule employees, coordinate admissions, discharges and room moves with the staff of the nursing facility, clean when short staffed. Work with the maintenance staff to get repairs completed. Work within a budget to keep facility stocked with supplies and order supplies accordingly. Manage both the facility and patient laundry. Prepare rooms for admissions, discharges and patient moves. I am a member of the Management Team, Safety Team, Patient Advocate Team, and Quality Improvement Team. I also review patient care plans and ensure completeness and compliance. I preform audits and report back to Management Team with data obtained. Stock incontinency supplies, gloves, other patient care items and all paper products for entire nursing home, Interview job applicants, hire new employees, train new employees on proper housekeeping and laundry policies and procedures, ensure state checklists and paperwork are up to date and filed, discipline employees when job performance is not up to company standards or attendance is an issue, terminate employees as needed, provide excellent customer service at all times and ensure employees in the two departments I manage do as well, deal with complaints or concerns from residents or family and develop a plan of correction and ensure that residents and families are satisfied, present power point presentation on Housekeeping and Laundry departments policies, procedures, and chemical education during new employee orientation for all Nazareth employees.     September 2014- April 2015 Administrative Assistant, City of Stoughton  Answer incoming phone calls and provide information or redirect calls. Assist with the Holiday fund. Code purchases to route to proper departments. Process incoming and outgoing mail for City Hall. Take reservations and schedule meeting rooms.  Post agendas and meeting minutes to website. Help process payments for taxes and licenses. Assist in preparation for elections. Direct walk in traffic to correct department.  December 2012-present. Advanced Emergency Medical Technician, Stoughton Area EMS  As an EMT IV Tech I respond to emergency calls. Provide emergency treatment to patients. Drive Ambulance. Start IV's. Administer approved medications. Make medical reports to receiving hospitals. Make transfers from one facility to another. Provide advanced medical care to patients. Provide care and information to appropriate family members of patients. Assist with community functions such as Safety Camp, Food drives and Career fairs. Provide medical presence at high school football games. Member of the medical protocol committee.  February 2014 Shift leader, Stoughton PDQ As shift leader I was responsible for supervision of subordinates. I was responsible for ordering products and checking in of deliveries. I also daily accounting and making bank deposits. Customer service and resolving customer complaints. I also was responsible for stocking products and general store cleaning as well as closing the store.  March 1999 - December -2012 Stay at home mother of 3 children.  June 1993-1996 Basic EMT, Stoughton Area EMS I respond to emergency calls. Provide emergency treatment to patients. Drive Ambulance. Make medical reports to receiving hospitals. Make transfers from one facility to another. . Provide care and information to appropriate family members of patients. Assist with community functions such as Safety Camp, Food drives and Career fairs. Provide medical presence at high school football games    August 1989-1999 Unit Clerk, Stoughton Hospital I started working at the Stoughton Hospital as nutritional services and the worked in housekeeping. Next I worked in admissions and then I was promoted to Emergency Room Unit Clerk. Later I worked as a Unit Clerk in Medical Imaging.     EDUCATION  1989-1993 High School diploma, Stoughton High School  1993 EMT Basic License, Madison Area Technical College  2004 Phlebotomy Certificate, Madison Area Technical College  2012 EMT Basic License, Madison College  2014 Advanced EMT License, Madison College |