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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

|  |  |  |
| --- | --- | --- |
| Company Name: |   Stoughton Area EMS | 12/01/2012 - Present |
| Job Title: |   Advanced Emergency Medical Technician |
|  |
| 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 |
|  |
| 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: |    |
|  |

 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

|  |  |  |  |
| --- | --- | --- | --- |
| Recent Job Title: |    Advanced Emergency Medical Technician | Recent Wage: | 0 per  |
| Security Clearance: |   No |  |  |

 Desired Position

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

 Resume

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| --- |
| MARGIT ANN FRISCH909 Truman Rd. Stoughton, WI 53589 | 608-712-5418 | mommafrisch@yahoo.comSUMMARYSKILLSMicrosoft WordMicrosoft ExcelTyping skillsMulti line phone systemCopier / fax machine/ printer/ scannerCustomer service experienceStrength in prioritizing work duties to achieve efficiencySupervisory / ManagementSchedulingCritical thinking and Emergency ResponseAdvanced Life Support Skills and KnowledgeMedical Terminology KnowledgeExcellent Communication SkillsAbility to stay calm under pressure and handle stressful situationsEXPERIENCEApril, 2017- Feb. 20, 2019Enrollment Representative at Agrace HospiceAt Agrace Hospice I was tasked withApril 2015 -April 2017Site Supervisor, BSG Maintenance at Nazareth Health and RehabilitationEnsure housekeeping standards are followed. I make sure staff follow protocols and stateregulations, schedule employees, coordinate admissions, discharges and room moves with the staff ofthe nursing facility, clean when short staffed. Work with the maintenance staff to get repairscompleted. Work within a budget to keep facility stocked with supplies and order suppliesaccordingly. Manage both the facility and patient laundry. Prepare rooms for admissions, dischargesand patient moves. I am a member of the Management Team, Safety Team, Patient Advocate Team, andQuality Improvement Team. I also review patient care plans and ensure completeness and compliance. Ipreform 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 jobapplicants, hire new employees, train new employees on proper housekeeping and laundry policies andprocedures, ensure state checklists and paperwork are up to date and filed, discipline employeeswhen job performance is not up to company standards or attendance is an issue, terminate employeesas needed, provide excellent customer service at all times and ensure employees in the twodepartments I manage do as well, deal with complaints or concerns from residents or family anddevelop a plan of correction and ensure that residents and families are satisfied, present powerpoint presentation on Housekeeping and Laundry departments policies, procedures, and chemicaleducation during new employee orientation for all Nazareth employees.September 2014- April 2015Administrative Assistant, City of Stoughton Answer incoming phone calls and provide information or redirect calls. Assist with the Holidayfund. Code purchases to route to proper departments. Process incoming and outgoing mail for CityHall. Take reservations and schedule meeting rooms. Post agendas and meeting minutes to website. Help process payments for taxes and licenses. Assistin 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. DriveAmbulance. Start IV's. Administer approved medications. Make medical reports to receivinghospitals. 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 communityfunctions such as Safety Camp, Food drives and Career fairs. Provide medical presence at highschool football games. Member of the medical protocol committee.February 2014Shift leader, Stoughton PDQAs shift leader I was responsible for supervision of subordinates. I was responsible for orderingproducts and checking in of deliveries. I also daily accounting and making bank deposits. Customerservice and resolving customer complaints. I also was responsible for stocking products and generalstore cleaning as well as closing the store.March 1999 - December -2012Stay at home mother of 3 children.June 1993-1996Basic EMT, Stoughton Area EMSI respond to emergency calls. Provide emergency treatment to patients. Drive Ambulance. Make medicalreports to receiving hospitals. Make transfers from one facility to another. . Provide care andinformation to appropriate family members of patients. Assist with community functions such asSafety Camp, Food drives and Career fairs. Provide medical presence at high school football gamesAugust 1989-1999Unit Clerk, Stoughton HospitalI 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 asa Unit Clerk in Medical Imaging.EDUCATION1989-1993 High School diploma, Stoughton High School1993 EMT Basic License, Madison Area Technical College2004 Phlebotomy Certificate, Madison Area Technical College2012 EMT Basic License, Madison College2014 Advanced EMT License, Madison College |