

Tara Forst

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EXPERIENCE

Aurora's Apothecary — Lab Assistant, Cashier, Personal Assistant

2017 - Present - Manager/Business Owner - Aurora Adlebush - (920) 430-7846

Assistant duties: making and packaging herbal products, organizing, ordering, printing, etc.

Cashier: assisting with purchases, returns and customer assistance.

In Home Hospice Care — Caregiver

3/3/2019 - 10/31/19 - Sarah Roffers -

Duties: Daily cares, medication administration, feeding, cleaning etc.

Aurora Baycare Medical Center — Health Unit Coordinator (Emergency Department)

12/2/2013 - 10/30/2019 - Manager - Bridgette Dollhopf - (920) 288-4060

Clerical duties: Faxing, printing, ordering, taking and making calls.

ER specific duties: Entering orders, doctor consults, proficient in electronic medical program usage.

Woodside Lutheran Home - Certified Nursing Assistant

11/15/2013 - 12/10/15 - Manager - Karen Bacon - (920) 499-7560

CNA duties: Assisting residents with daily living activities, medication administration, feeding, electronic medical charting.

Bellin Memorial Hospital - Certified Nursing Assistant (Orthopedic Unit)

5/14/2010 - 12/13/2013 - Manager -Theresa Dzkute - (920) 433-3500

CNA duties: Assisting patients with care, taking vital signs, phlebotomy, taking EKGs, electronic medical charting .

Wyndemere Estates - Certified Nursing Assistant (Dementia Care Facility)

9/14/2007 - 7/14/2010 - Manager - Wendy Monfort - (920) 337-9434

CNA duties: Assisting residents with daily living cares, feeding etc.

TJ Maxx - Cashier/Customer Service Rep.

3/21/2007 - 10/18/2007

SKILLS

Highly Organized

Excellent customer service skills

Compassionate

EDUCATION

High School Diploma-
Denmark High School

Graduated 2007

American College of
Healthcare Sciences -
currently enrolled

LANGUAGES

Spanish (Basic - High school)

French (Basic - High School)

American Sign Language
(Basic, former certified baby
signing time instructor)

COMMUNITY SERVICE

Fox Valley Herb Society -
Secretary

Babywearing of NEW - Former
certified BWI instructor

