

# Relicia Felton

Green Bay, WI 54303

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(773) 606-5121

Certified Caregiver with 5 years of relevant experience and the important ability to stay calm in emergency situations. I have excellent organization skills, pro-active approach, and a deep passion for the job.

Willing to relocate to: Green Bay, WI - Appleton, WI - De Pere, WI

Authorized to work in the US for any employer

## Work Experience

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### **Med Tech/Caregiver**

Angels Touch - Green Bay, WI

February 2019 to Present

I administer medication to residents, assist residents with meals, showers and every day needs.

### **Medical Records Processor (ROI)**

CIOX Health - Green Bay, WI

March 2018 to March 2019

My job is to release of information (ROI). I re-fax, re-mail, and re-scan the medical records. Also I have to verify that no Breaches and HIPAA violations are being committed. so I thoroughly check documents completely before being sent out to verify that the correct information is being given to an authorized person.

### **Sales Associate**

Gap Inc. - Green Bay, WI

September 2018 to January 2019

Assisting with sales , fitting room, and restocking the shelves. Also keeping the store put together .

### **Med Tech (Trainee Assistant)**

Bishop Court by Hillcrest - Green Bay, WI

November 2016 to October 2017

I was the shift leader and I administered medication to residents and trained new employees as hired. Also, occasionally when facility was short I assisted residents as needed.

### **Resident Assistant (RA)**

Bellevue Retirement Home - Green Bay, WI

June 2016 to November 2016

I assisted residents with their every day needs such as toileting, personal cares and meal preparations.

### **Resident Assistant/Caregiver**

Bornemann Senior Communities - Green Bay, WI

October 2015 to June 2016

Providing attentive care to residents such as their everyday living laundry, showers, and meal preparations.

### **Assurance Representative**

American Express Credit Card Assurance - Green Bay, WI  
May 2015 to October 2015

Giving expertise service with Issuing credits, processing debits, and cancelling enrollments of their assurance on their American Express credit cards.

## Education

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### **High school or equivalent**

Pulaski High School - Pulaski, WI  
February 2011 to June 2014

## Skills

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- Healthcare (4 years)
- Customer Service (2 years)
- Typing (5 years)
- Call Center (2 years)
- Data Entry (3 years)
- Medical Records (1 year)
- Excel (5 years)
- Outlook (5 years)
- Microsoft Excel (5 years)
- Training (1 year)
- Vital Signs
- Microsoft Word
- Medical Terminology
- CPR
- Filing
- Customer Service Skills
- CNA

## Certifications and Licenses

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### **Standard Precaution**

November 2015 to Present

### **Fire Safety**

March 2016 to Present

## **First Aid and CPR**

March 2016 to Present

## **Medication Administration**

May 2017 to Present

I am a lead med tech. I administer medications in a nursing homes, and assisted livings. Also I am certified by the state of Wisconsin s. 450.07(1)(d), Stats., and I have completed training in a drug administration course approved by the department.

## Assessments

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### **First Aid — Proficient**

August 2019

Measures a candidate's ability to identify treatments for common medical emergencies.

Full results: [Proficient](#)

### **Nursing Skills: Patient Focus & Orientation — Proficient**

August 2019

Addressing concerns and using sensitivity when responding to needs and feelings of patients.

Full results: [Proficient](#)

Indeed Assessments provides skills tests that are not indicative of a license or certification, or continued development in any professional field.