

Marisa Shefchek

home health care manager

Green Bay, WI 54313

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(920) 265-6448

Position of Patient Accounts Support Specialist.

#readytowork

Authorized to work in the US for any employer

Work Experience

Home Health Care Manager

Clarity Care - Green Bay, WI

July 2018 to Present

I manage group homes on the Green Bay Area for people with disabilities. I do everything from taking clients to appointments, scheduling those appointments, working closely with care managers, guardians, etc. I also perform cares from bed baths to feeding tubes. I also cook, clean and do anything in between to keep the houses running smoothly. In addition, I also schedule the care givers and assist with payroll.

HR Specialist/Recruiter

SCHNEIDER NATIONAL CARRIERS INC - Green Bay, WI

February 2015 to July 2018

- started in the call center, obtained experience
- launched a project to create a web chat for hiring candidates
- worked on special projects as a reward for performance and attendance
- attended weekly meetings with different departments to share ideas
- answered calls, and web chats, ability to multi task
- excellent phone skills
- screened all potential new-hires
- ran background checks
- scheduled orientation and training
- resolved any issues
- effective team player

Cashier/Customer Service

Walgreens - Green Bay, WI

February 2013 to February 2015

- Worked directly with customers throughout the store
- Did some training as a pharmacy tech and assisted in pharmacy, as needed
- Was responsible for handling money and cashiering
- Flexible skills, floated departments to assist as needed (front register, pharmacy, photo, and cosmetics)
- Took incoming customer calls

Education

Associate in Nursing

Northeast Wisconsin Technical College - Green Bay, WI
March 2019 to Present

Diploma

Preble High School
2011 to 2015

Skills

- CONSUMER SURVEYS (Less than 1 year)
- RETAIL SALES (4 years)
- Healthcare (4 years)
- Caregiving
- Case Management
- Medication Administration
- Developmental Disabilities Experience
- Vital Signs
- Tube Feeding
- Meal Preparation
- Nursing
- Home Care
- Laundry
- Patient Care
- Hospice Care
- Autism Experience
- Dementia Care

Certifications and Licenses

First Aid Certification

CPR Certification

Additional Information

SKILLS PROFILE

- Leadership experience
- Excellent computer skills and proficient with Microsoft office products
- Punctual and extremely organized
- Interpersonal skills, very friendly and outgoing

- Ability to catch on quickly and multi task easily
- Exceptional customer service skills
 - Continually meet and exceed customer service quality scores
 - Received employee of the month three different times for superior customer service skills
 - Received recognition for attendance record
- 3 years of scheduling and payroll experience
- all CBRF certifications and 60 hours of learning on challenging behaviors as well as dementia