

# cecelia schutt

Beloit, WI

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262-949-3569

Willing to relocate: Anywhere

## Work Experience

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### **Nurse Consultant**

Equip - Janesville, WI

February 2019 to Present

CBRF Instructor- Standard Precautions, Medication Administration and First Aid and Choking

### **Director of Wellness**

Willowick Assisted Living

July 2018 to Present

### **Medical Operations Supervisor-LPN**

CSL Plasma - Beloit, WI

June 2014 to July 2018

Experience

→Medical Operations Supervisor, CSL Plasma| Beloit, WI

6/2014-7/2018

Medical Operations Supervisor, LPN

Medical Staff Associate, LPN

Member of the Quality Control Team

Center Safety Inspector

Trainer- Medical Staff, Phlebotomy, Screening Tests, Lab and Sample Collection.

Liaison between Center Medical Director and Divisional Medical Director.

Medical oversight of employee Hepatitis B immunization program.

Conduct internal policy, procedure and documentation audits.

Cross trained in every area of production- Medical, obtained preliminary vitals (BP, HR, HCT, Total Protein and temperature. Performed phlebotomy, administered saline with IV drip sets as needed, and sample specimen collection.

Quality Control Team

Selective team with the sole delegation that all employees are maintaining policy and procedural compliance for audit purposes (FDA, PPTA, OSHA, and internal)

Conduct investigations, determine root cause and implement process improvement.

Review/Audit work completed by employees for quality and traceability to minimize audit findings.

Center Health and Safety Inspector-

Monthly Inspections to maintain OSHA compliance.

Identify onsite hazards or potential hazards to prevent workplace injuries, illness or death.

Maintained up to date fire inspections and emergency procedures.

Ensured staff had knowledgeable understanding of PPE and Universal Precautions.

Medical Staff Associate-

Performed head to toe physical examinations to determine donor suitability.  
Obtained complete medical history of potential donors' to ensure a safe donation and maintain compliance with FDA medical suitability regulations.  
Responded to donor adverse events which required immediate treatment and interventions to prevent a reportable donor reaction.  
Informed donors' of positive test results (HIV,HBV,HCV,STS)

## Education

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### **LPN**

Gateway Technical College

## Skills

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- Vital Signs
- Patient Care
- EMR Systems
- Medical Records
- Process Improvement
- Laboratory Experience
- Phlebotomy
- FDA Regulations
- Experience Administering Injections
- Medication Administration
- Quality Assurance
- Supervising Experience

## Awards

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### **WI Hospital Association Scholarship**

2014