

Morgan Kleifgen

Mosinee, WI 54455

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To obtain a position that allows me to use the knowledge I have gained to help the company succeed. I am hard working and very motivated to accomplish any task presented to me in a timely and effective manner.

Authorized to work in the US for any employer

Work Experience

LPN (Licensed Practical Nurse)

North Shore-Three Oaks - Marshfield, WI

April 2021 to Present

Apartment Cleaner

S. C. Swiderski, LLC - Mosinee, WI

November 2018 to June 2019

Cleaned vacant apartments prior to new tenants occupying

- Cleaned hallways and laundry areas in each building weekly

Operations Processor

AIG Travel Guard - Stevens Point, WI

April 2014 to 2016

worked as part of the administration team to modify policies for customers and other departments

- notified customers of declined credit cards per company policy
- worked with other departments to refund/solve duplicate or unknown charges for clients
- used many sources such as Microsoft office, email & excel to multitask and meet daily requirements

Resource Pool Specialist

AIG Travel Guard

October 2013 to April 2014

Worked in a call center selling insurance

- Obtained training to work in various departments selling specialty products
- Assisted callers in the explanation of their benefits as well as submitting modifications and purchasing new products
- Worked in a specialty department assisting callers in travel emergencies

Building Float

Wausau Child Care, Inc - Kronenwetter, WI

November 2011 to October 2013

Provide lunch breaks for various teachers throughout the center

- Substitute as a lead teacher when needed

- Responsible for closing down the center, answering phones, locking doors, answering any questions parents may have during this time
- Provide care for children ages 6 weeks to 5 years, changing diapers, serving food, and other daily needs

Building Float

Gentle Lambs Child Care Center - Onalaska, WI

January 2011 to June 2011

Helped with the daily functions of a center with a maximum capacity of 50 children

- Made sure that the staff of the center were abiding by the Wisconsin State Licensing rules
- Maintaining staff and children files; checking to make sure health records were current
- Answer phone calls and help parents with any questions they may have; new enrollments, billing questions, food regulations

Assistant Nursery Teacher

Gentle Lambs Child Care Center

September 2009 to January 2011

Provided lunch breaks for various teachers throughout the center

- Substitute as a lead teacher when needed
- Closed the center on a daily basis, answering phones, collecting and filing appropriate paperwork, answering any questions parents may have during this time
- Provided daily care for children ages 1 week to 7 years old

Education

Nursing

Mid State Technical College - Wisconsin Rapids, WI

September 2019 to Present

Psychology

University of Wisconsin - La Crosse, WI

September 2012 to 2014

High School Diploma

Auburndale Sr/Jr High School - Auburndale, WI

September 2004 to September 2008

Skills

- Proficient in multitasking, organization, working with other coworkers, and am very detail orientated and self-motivated
- Familiar with Microsoft Word, Excel, and Power Point
- Undergone training to identify/report sexual and physical abuse
- Familiar with working with people with various disabilities
- CPR Certified
- Reliability
- Team Work

- Problem-solving
- Medication Administration
- Flexibility
- Insurance Sales
- Laundry
- Residential Cleaning
- Telemarketing
- Nursing
- LPN License

Certifications and Licenses

LPN