**Chassidy Fletcher**

King City, MO 64463

(660) 726-2960

chassidy.fletch@gmail.com

  **Summary**

Adaptable and driven with strong work ethic and ability to thrive in team-based or individually motivated settings.

 **Skills**

|  |  |
| --- | --- |
| * Time management
* Multitasking
* Positive attitude
* People skills
* Goal Oriented
 | * Mathematical skills
* Computer skills
* Written and Verbal communication
* Attention to detail
* Determined
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**Experience**

Bloom Insurance Agency

Bloomington, IN - Remote

Licensed Health Plan Advisor 10/2021 to Present

* Provides customers with knowledge of health plans offered.
* Provides customers help with enrollment processes.

Boehringer Ingelheim

Saint Joseph, MO

Antigen Production Unit LG3 02/2019 to 10/2021

* Gown certified.
* Some SAP training.
* Concurrent documentation practices and compliance.
* Aseptic lab practices and techniques.
* Attended training sessions to improve process work.
* Gathered and calculated the correct amount of components for the next day processes
* Examined final products for quality.

Kelly Services - Boehringer Ingelheim

Saint Joseph, MO

Documentation Specialist 08/2018 to 02/2019

* Proofread documents to check accuracy.
* Filed accurate weekly, monthly, quarterly regulatory paperwork and maintained organization to support smooth audit processes.
* Monitored activities to assess compliance with records policies and document management regulations.
* Completed documents and work requests according to company standards.

Mosaic Life Care

Saint Joseph, MO

Patient Care Associate 06/2018 to 08/2018

* Collected biological specimens and packaged for laboratory transport to complete diagnostic tests.
* Assisted physicians and nurses with basic wound care by preparing slings, stockings and bandages.
* Documented information in patient charts and communicated status updates to interdisciplinary care team.
* Documented patient intake and dietary requirements and aided with feeding and monitoring.
* Routinely checked and repositioned patients to prevent bedsores and guarantee patient safety.
* Improved patient outlook and daily living through compassionate care.
* Engaged with patient family and friends to provide courteous visit experience.
* Used mobility devices to transport patients.
* Assisted patients with shaving, bathing and oral hygiene to promote healthy habits and overall wellness.

Laverna Village Nursing Home

Savannah, MO

Certified Nursing Assistant 01/2018 to 06/2018

* Conducted routine checks on standard patient vitals, including blood pressure, blood sugar and heart rate.
* Assisted patients with shaving, bathing and oral hygiene to promote healthy habits and overall wellness.
* Managed and maintained patient rooms, shared-living areas and nursing stations.
* Facilitated activities of daily living, including personal hygiene management, feeding and ambulation.
* Responded to patient alarms and needs-assessment requests to identify course of treatment.

Laverna Village Nursing Home

Savannah, MO

Dietary Aide 11/2016 to 04/2017

* Served specific meals to patients with special dietary needs.
* Assisted patients with special needs to eat meals, providing kindness and patience.
* Helped with meal prep for daily meals, following strict sanitation and food handling guidelines
* Reported and documented resident changes in consumption or behaviors.
* Cleaned and maintained dining room during and after each meal service.

 **Education and Training**

High School Diploma 05/2017

Union Star R2, Union Star, MO

Some College (No Degree)

Missouri Western State University, Saint Joseph, MO

Northwest Missouri State University, Maryville, MO

 **Accomplishments**

* Completion of the National Career Readiness Work Keys Assessment Test
* Licensed Health Insurance Agent