

Geryd Steffek

New London, WI

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Willing to relocate: Anywhere

Authorized to work in the US for any employer

Work Experience

Lead PCA

Cornerstone Assisted Living - Neenah, WI

May 2021 to December 2021

I provided direction to other staff, passed medications, provided resident care.

Staff Coordinator

Home Instead Senior Care - Appleton, WI

April 2017 to May 2021

I came on with Home Instead Senior Care as a Caregiver. I went into our seniors homes and took care of them in an unsupervised area. In July of 2018 I started in the office as a Staff Coordinator. I do all of the scheduling for clients and caregivers with one other person. I follow up on client and caregiver concerns as well as communicate effectively and professionally with Corporate employees.

Assistant Store Manager

Hot Topic, Inc. - Appleton, WI

July 2014 to August 2018

I started as a sales associate, making sales and cleaning the store. I got promoted to keyholder in June of 2017, when I then had to count money, open and close the store, and help with the floor sets. In Sept of 2017 I accepted the Part Time Assistant Store Manager position, in Fond Du Lac, where I learned to how to better manage employees, how to manage a floor set, and how to stay busy even during slow periods.

Education

High school or equivalent

Winneconne High School - Winneconne, WI

September 2010 to May 2015

Skills

- Microsoft Office (2 years)
- Communications (10+ years)
- Time management
- Proofreading

- Management
- Senior Care (3 years)
- Caregiving (4 years)
- Scheduling (2 years)
- Oral Communication (7 years)
- Written Communication (7 years)
- Management (4 years)
- Customer Service (7 years)
- Infection Control Training
- Data Entry (3 years)
- Data Entry

Certifications and Licenses

Certified Nursing Assistant (CNA)

January 2022 to January 2024