

Shawna Beck

Oshkosh, WI

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Graduated nursing student with six years of medical experience as a hospital pharmacy technician and LPN at a long-term care facility.

Seven years of administrative and management experience. Operations and state licensing emphasis with a strong background in bookkeeping.

Work Experience

Administrator

ECM Holding Group, Inc

November 2017 to Present

- Contractor Licensing in 34 states, 53 Annual State Reports for three entities, 54 Sales/Use Tax Filing for three entities, payroll, expense reports, calendar management, policy implementation, new hire training.

Registered Nurse Case Manager for Hospice

Marquardt Hospice

December 2020 to October 2021

- Completed patient admissions and discharges, Cleaned and dressed wounds per physician order, managed care of patients during their end of life with a total patient count of 15.

Pharmacy Technician

Health Direct Pharmacy Services

November 2016 to December 2019

- Processed prescriptions for long term care facilities; sterile IV medication preparations, insurance claims and authorizations.

Education

Associate Degree of Nursing in Nursing

Fox Valley Technical College - Appleton, WI

December 2020

Skills

- Emergency Department at Ascension
- Calumet | LTC/Rehab unit at Rennes Rehabilitation
- Med/Surg unit at St. Elizabeth's | Surgical observation at St. Elizabeth's

Certifications and Licenses

LPN

RN