

# Renee Macklin

Green Bay, WI 54304

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Authorized to work in the US for any employer

## Work Experience

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### **Diversified Woodcrafts**

Woodcraft Industries for K-12 grades - Suring, WI

September 2014 to September 2022

Inside sales rep for customer service quoting furniture for educational purposes. Answering phone calls educating clientele on products and the estimated ship dates via shipper carriers.

### **Billing Specialist**

Fedex Freight

January 2010 to September 2022

Upon receiving Bill of Lading it was my duty to bill merchandise between residential and commercial clientele. Also answered phones to set up appointments to have merchandise delivered

### **Renaissance Assisted Living**

Assisted Living - De Pere, WI

January 2004 to April 2022

Duties included Daily cares assisted in med passing medication terminology assisted with daily cleaning

### **Senior Merchandise Processor**

ShopKo Distribution Center - De Pere, WI

March 1996 to January 2004

As a senior merchandise processor it was my duties to unload trailers to break down merchandise to ship to individual stores

## Education

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**None**

## Skills

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- Billing
- claims
- Accounts Receivable
- Medical Terminology
- Medication Administration

- Vital Signs
- Inside Sales
- Medical Office Experience
- Medical Records
- Medical Billing
- Patient Care
- Microsoft Outlook
- Communication skills
- Microsoft Excel
- Computer skills
- Microsoft Office
- Microsoft Word
- Customer service

## Certifications and Licenses

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### **Certified Nursing Assistant (CNA)**

April 2004 to October 2014

### **CPR Certification**

### **First Aid Certification**

### **Certified Medication Technician**

### **Certified Medication Aide**