

Lauren Hall

Oconto Falls, WI 54154

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(920)373-3148

Ambitious, responsible, and eager to work for you and your company. I am excited to better my organizational, time-management, sales, and business skills. I am also excited to expand my working abilities and knowledge of the new things to be learned.

Willing to relocate: Anywhere

Work Experience

Imaging Admissions Representative

Bellin Health - Green Bay, WI

November 2018 to August 2020

Register patients for radiology appointments and lab work. Work with Radiologists and Doctors to get imaging read and updated if needed. Schedule patients for appointments, direct patients throughout hospital. Clerical work in file room and working with outside facilities to get prior images on mutual patients.

Caregiver/Med Tech

The Cottages Assisted Living and Memory Care - Oconto Falls, WI

November 2014 to October 2018

Cared for elderly residents in RCAC and CBRF facilities. Provided assistance with daily living tasks such as eating/cooking, bathing/showering, dressing, cleaning, exercise/activity, medication administration. Went through First Aid/Choking, Standard Precautions, Fire Safety, and Medication Administration courses for CBRF Certifications.

Benefit Advocate

UnitedHealth Group - Green Bay, WI

August 2017 to February 2018

Worked in a call center for health insurance, taking calls and answering customers questions about their benefits and claims, what is covered, who is in network/out of network, why a claim was covered and billed a certain, adjusting claims and working with pharmacy to get prescriptions covered as well.

Cashier/Customer Service

BURGER KING

May 2012 to October 2014

Responsibilities include customer service, handling cash or credit cards, expediting orders, cleaning; dining room, bathrooms, and play land. I have worked my way up from constantly closing the restaurant down at night to opening the restaurant in the morning.

MEADOWLANDS ASSISTED LIVING

Laborer

Diversified Woodcrafts - Suring, WI

June 2013 to August 2013

Here I worked in a factory setting staining and finishing wood, assembling furniture, cutting/sawing/sanding wood to appropriate sizes. It was a great position to learn hard labor.

Education

High school or equivalent

OCONTO FALLS HIGH SCHOOL - Oconto Falls, WI
September 2009 to May 2013

Skills

- Dementia Care
- Medication Administration
- Memory Care
- Caregiving
- Senior Care
- Home Care
- Alzheimer's Care

Certifications and Licenses

Nursing Assistant

July 2020

Completed course through Bellin College.
Obtained Certified Nursing Assistant license through the state of Wisconsin.

Assessments

Nursing Aide Skills – Proficient

August 2020

Providing nursing aid to patients using knowledge of relevant equipment and procedures.
Full results: [Proficient](#)

Indeed Assessments provides skills tests that are not indicative of a license or certification, or continued development in any professional field.

Additional Information

SKILLS & ABILITIES

Excellent Communication and Leadership skills - I often have to use communication and leadership skills in the fast food restaurant business for training new employees and caring for customers. I was

groomed to take on the role of Team Lead when working with the elderly, therefore giving me the responsibility of assuring all residents were taken care of properly and adequately as well as directing coworkers on proper ways to handle residents when acting out.

Great Problem Solving skills - Many times when working in fast food restaurants, things go wrong such as; incorrectly taking an order or expediting the wrong order. To be able to fix this, one must be calm and polite then go on with correcting the mistake. Working with patients, often times they become frustrated or upset, it is very important to keep calm and confident so they know that you are doing everything you can to care for them properly.

Exceptional Work Ethic and Motivation - I enjoy to work and enjoy most jobs I have held. I have a broad number of experiences from jobs already, showing that I am motivated to work in any position or area I am needed.

Advanced Computer Skills - I have great experience with Microsoft Word and Excel. Many times using both for scientific experiments, composing charts, and typing papers or letters.

Willful to Learn-- When applying for a new job, I understand that there will be training and certain pieces of information that will be completely new to me. However, I am fully willing to take on new things with excitement and a full intent to use them.