

# Angela Gail McCutcheon, MS

*We cannot improve without a challenge and we can't be challenged until we want to improve. I am ready to be challenged!*

## Skills

- 6 years DME CPAP Experience    Independent Remote travel tech    Case Management/Outreach
- 6 years Sleep Tech/EEG/EKG    AHA CPR Instructor Certified    Data and reporting
- 8 years medical field Experience    ASTEP Modules completed 2014    In home patient services

## Experience

CPAP Medical-Military CPAP Equipment (Remote/Contract) (Surrounding areas)    2013-Present  
**CPAP DME Technician (PRN)**

- Responsible for in home delivery and CPAP set up
- Responsible for DME CPAP/ BiPAP/ Auto PAP/ ViPAP repair services
- Process set up paper work
- Educate the patient on sleep apnea and machine use
- Schedule appointments
- Make patient follow up calls

American Heart Association (Remote/Travel)    Jan 2017-Feb 2018  
**Youth Market Fundraising Director/Jump Rope for Heart**

- Prospect and secure school participation.
- Recruit, train, and motivate over 130 School Coordinators (mainly PE teachers) to implement and coordinate the fundraisers
- Attend and speak at kick-off assembly events at schools holding the fundraisers
- Facilitate presentation to over 100 kids and faculty weekly
- Responsible for spreading AHA's Heart Healthy Education message
- Ensure each school has the materials and resources needed to have a successful event
- Perform summer cultivation with school administrators at both the school and district level
- Be a daily "road warrior" driving to as many as 12 schools in one day, and making large travel loops over 150 mile radius
- Fundraising goal of over \$300,000
- Responsible for daily data entrance, material orders, money collection data, daily meetings, daily phone calls, and daily emails

Athena Forum Institute Healthcare Education (Contract Remote/Home office)    2015-2016  
**Registrar Assistant/Account Specialist/Permissions Specialist**

- Educated the customers on the Athena Forum product
- Responded to account issues and requests
- Registered customers into the computer system
- Offered technical support for account lock outs
- Updated customer accounts
- Primary over customer service telephone line
- Responsible for applying for permissions approval
- Responsible for overseeing Constant Contact and media marketing
- Responsible for reporting and coordinating client meetings
- Supported the sales team

Heart of Central TX Independent Living (contract grant funded temp.position) 2013-2014

**Health Insurance Market Place Navigator/Case Worker**

- Caseworker for individuals with disabilities
- Responsible for consumer care planning over the phone and face to face
- Completed an intake assessment on each participant
- Developed measurable objectives and goals for participant
- Referred consumers and their family members to other agencies as needed
- Assisted consumers with the Ticket to Work Program
- Assisted consumers with applying for disability
- Partnered with other non-profit agencies
- Made sure that all of the consumers goals and the best interest of the client are being met at all times
- Assisted and enrolled consumers, small businesses, and their employees as they look for health coverage options through the Marketplace
- Coordinated Marketplace education services
- Responsible for marketing and outreach for the Marketplace by creating flyers, information letters, information sessions, online marketing, media marketing and overseeing Constant Contact
- Responsible for event planning, administration, and production

City of Waco/ March of Dimes (Contract grant funded position) Waco, TX 2012-2013

**Healthy Babies Education Outreach Services Coordinator (Remote option)**

- Responsible for creating and maintaining a coalition board
- Scheduled, coordinated, and maintained records for community partner meetings and coalition activities as needed
- Responsible for copywriting of all marketing material(brochures, website,advertisements)
- Responsible for marketing the Healthy Babies Program to physicians, organizations, women in the community, and schools by blogging, social media, radio, commercial air time, and meetings.\
- Provided education to community agencies by: producing information to the media, general public, and other health officials; researching and developing courses and statistical reports that will educate other City departments or volunteers on related program issues; performing presentations regarding health issues and services
- Coordinated the identification of resources and link people to needed health services
- Provided education to target populations regarding specific health issues with the intention of increasing knowledge and changing behaviors
- Scheduled, coordinated, and maintained records for community partner meetings and coalition activities as needed
- Partnered with other non-profits and organizations
- Coordinated and taught the Becoming a Mom course to teenage mothers to-be
- Hosted private information counseling sessions with teenage girls as needed
- Responsible for helping my participants meet their goals
- Worked closely with Child Protective services because my course met the requirements for a "Parenting Course" with certificate given after completion

Nocturna Sleep Center/ Grey Mark Health, Waco TX

2010-2012

***DME Technician/Travel Sleep Technician***

- Responsible for in home delivery and CPAP set up
- Responsible for DME CPAP/ BiPAP/ Auto PAP/ ViPAP repair services
- Educate the patient on sleep apnea and machine use

- File and scan medical records
- Review and complete all patient charts
- Verify patient Insurance
- Bill insurance companies and self pay patients
- Responsible for putting patient's information in the computer,
- Responsible for hooking patients up to the electrodes and monitoring them throughout the night for any sleep illness

**North Texas Sleep Center/ Sleep Link (sister properties)**  
Lead Sleep Tech

2008-2010

- Responsible for hiring and training new staff members.
- Responsible for putting patient's information in the computer
- Responsible for conducting PSG, EEG, and EKG studies
- Responsible for hooking patients up to the electrodes and monitoring them Responsible for helping patients with their needs and getting them registered into the computer so that the patient can see the doctor
- Pulled and organized medical records
- Responsible for scheduling appointments
- Responsible for making patient followup calls

### **Education**

**Tarleton State University, Stephenville, TX**

**2009-2012**

Master's of Science in Management and Leadership

Graduation Date: August 11,2012

**Tarleton State University, Stephenville, TX**

**2008-2009**

Bachelor's of Science in Business/ Minor in Marketing

Graduation Date: May 11, 2009

Cum Laude Graduate

**Mclennan Community College, Waco, TX**

**2004-2008**

Associates of Arts

Successfully completed PSG and EEG Courses

Completed ASTEP Modules

Graduation Date: December 2007

**Lavega High School, Waco, TX**

**2001-2004**

Graduated in May of 2004

Graduated a year early in the top 10 percent of class