**MILIKA STIDMAN**

**Milwaukee, WI 53206**

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**PROFESSIONAL SUMMARY**

Responsible job title with excellent communication skills demonstrated by Number years of experience in healthcare. P.C.a with 27 years experience in healthcare. Skilled in providing personal care. Motivated receptionist offering a strong work ethic and positive attitude. Highly effective in fast-paced work environments.

SKILLS

Highly organized Time management Professional and mature Meticulous attention to detail Excellent planner and coordinator Customer service-orientedMulti-line phone proficiencyHospice and palliative care Healthy meal preparation Insulin medication assistance OSHA standards Deadline driven.Hard working and self-motivated Strong communication skills.

**WORK HISTORY**

**Machine Operator, & Sorter**

**Piney Bowers, North Deer Trail,**

**Milwaukee, WI, United States - Milwaukee, WI**

**04/2017 - Current**

Redirected shipments en route in response to customer request Sorted cargo before loading and unloading.

Tracked time spent on assignments each day for productivity reporting.

**Inspector/Packager**

**Lagrand Warehouse - Fort Mills S.C.**

**10/2015 - 04/2017**

Recognized and reported defective material and equipment to shift supervisor.

Make sure the right products are shipped to the right store

**Berry Picker**

**Sherri Berries - CHARLOTTE N.C.**

**09/2014 - 04/2017**

Inspect berries \*inspect boxes before filling shipment.

\*checking for the ripe berries

**Personal Carer**

**Byrams Healthcare**

**Charlotte N.C.**

**02/2010 - 02/2016**

Changed sterile dressings.

Assisted patients with bathing, oral hygiene, grooming, feeding and elimination. Helped patients move in and out of beds, baths, wheelchairs and automobiles. Scheduled and accompanied clients to medical appointments.

Maintained a clean, healthy and safe environment. Obtained household supplies and ran daily errands.

**Personal Carer**

**Ally Home Care**

**Salisbury, NC**

**05/2012 - 10/2016**

Maintained a clean, healthy and safe environment. Obtained household supplies and ran daily errands. Assisted with patient transfer and ambulation.

**Front Desk Night Auditor**

**Knights Inn Charlotte South**

**Charlotte, NC**

**03/2008 - 11/2010**

Solved unresolved customer issues. Strong leader of customer support staff. Scheduled transportation to the Airport.

**Auditor**

**Cashier/ Customer Service Woddies Exxon - N.C**

**10/2007 - 08/2008**

Greeted customers entering the store to ascertain what each customer wanted or needed. Described product to customers and accurately explained details and care of merchandize. Earned management trust by serving as key holder, responsibly opening and closing store.

Communicated with vendors regarding back order availability, future inventory and special orders.

**Office Assistant - Office Receptionist**

**New Heights Realty - Minneapolis, Minnesota**

**06/2004 - 01/2007**

Prepared patient charts accurately and neatly for the clinic.

Precisely completed appropriate claims paperwork, documentation and system entry. Professionally and courteously verified appointment times with patients.

Organized and attended meetings, including compiling all documents and reports ahead of time. Filed paperwork and organized computer-based information.

ordered office equipment and supplies. Coordinated and planned vacations for the family. Managed and reviewed filing and office systems. Change lock box code

**EDUCATION**

**High School Diploma:**

**Roosevelt High School - Minneapolis, MN**