**Stacy Woods**

**Cresco, IA**

**stacewoods@outlook.com**

**507-215-4796**

**Work Experience**

**Assembly Line Worker**

**Donaldson Company, Inc.**

**Cresco, IA**

**January 2018 to Present**

Production, assembly and packaging of products for a manufacturer. Ability to use power tools, read blueprints, operate vibration welder, and use element and punch press machines.

**General Manager**

**HWY 44 BAR & GRILL**

**Mabel, MN**

**March 2015 to January 2018**

Ensured establishment was up to MN Code of Standards based of FDA guidelines.

Event coordinating, advertising, and marketing business and community affairs.

Staff hiring, training, scheduling, evaluations,

-Payroll via quickbooks software.

Monthly budgeting, accounts receivable and payable, daily deposit records recorded via Microsoft Excel spreadsheets.

Quality Control and Inspection, Logistics Coordinator

**VALLEY DESIGN INC**

**Fountain, MN**

**October 2014 to June 2015**

Assembly and shipping of industrial office furniture.

⁃ Use of power tools, pallet jack, ability to read blue prints, material handler, and inventory.

Case Management and Infection Control Officer

**CALEDONIA CARE & REHAB**

**Caledonia, MN**

**January 2011 to August 2013**

Provided infection control education on the prevention of spreading nosocomial infections and monitored monthly records to identify trends.

HIPPA educated and compliant.

Proficient in medical records and documentation of interdisciplinary notes regarding patient admission following through discharge including nursing assessments, data collection and entry. Formulated care plans and administered patient medication and treatments accordingly.

Attended annual Medicaid and Medicare training.

Adhered to State/Federal guidelines and schedules regarding assessments for compensation.

Ability to use ICD - 9 coding and transmission of relevant data using CERNER for reimbursement purposes.

**MDS Coordinator/Clinical Case Manager**

**HARMONY HEALTHCARE**

**Harmony, MN**

**December 2000 to March 2011**

Strong communication and customer service skills

Documentation and ICD-9 coding, care plan formulation, transmitting data to state and government agencies such as Medicare and Medicaid for reimbursement of cares.

**Education**

Diploma in Basic

Mabel-Canton Secondary

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Mabel, MN

September 1988 to May 1991

ADN in Applied Science/ADN

Northeast Iowa Community College

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Calmar, IA

Certificate in Expanded Function Dental Technologist

Naval School of Dental Assisting and Technology

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San Diego, CA

Skills

Medical Terminology, ICD, Management, Medical Records, Medical Billing, Collections, Quickbooks, Word, Windows, Typing, Customer Service, Cerner, Epic, Office Management, Receptionist, Assembler, Electronic Health Records, Bookkeeping, Supervisor, Patient Care, Patient Education, Patient Scheduling, Teamwork, Data Entry, Medicare, Manufacturing, Inspection, Power Tools, vibration welding, Blueprint Reading, Packaging, Payroll, Quickbooks, Manufacturing, Inventory, Oracle, ADP, Bookkeeping, Assembly Line, Assembly Worker, Soldering, Microscope

Military Service

Branch: U.S. Navy

Service Country: United States Rank: E-4

January 1993 to January 1997

Dental Technician Petty Officer 3rd Class Commendations: Desert Storm Ribbon

**Certifications/Licenses**

Emergency Medical Technician

March 2016 to March 2018 Volunteer Mabel Ambulance Service.

CPR/AED

January 2017 to January 2019

Customer Service Skills assessment - Proficient

October 2018

Indeed Assessments™ evaluation completed with Proficient rating. View my results:

https://share.indeedassessments.com/share\_assignment/idj5yn8c2ndu7mym

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