

Mackenzie Bauer

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952-333-3996

To obtain a position in which I qualify for

Authorized to work in the US for any employer

Work Experience

Direct Support Professional

Howry Residential Services - Rochester, MN

February 2017 to June 2018

-Rochester, MN February 2017-June 2018

Direct Support Professional

- Provide support and intervention to individuals with medical conditions, behavioral challenges, and cognitive/physical disabilities
- Administer and order medications/treatments
- Assist individuals with participating in community activities and medical appointments

Human Service Technician/Direct Care and Treatment

State of Minnesota (MSOCS) - Rochester, MN

November 2013 to July 2016

- Provide support and intervention to individuals with medical conditions, behavioral challenges, and cognitive/physical disabilities
- Administer and order medications/treatments
- Assist individuals with participating in community activities and medical appointments
- Update individual periodic reviews, plans and programs by working closely with interdisciplinary teams
- Clerical duties including data entry, spreadsheets, Microsoft outlook, and Word

Lead Coordinator

Cardinal of Minnesota Ltd - Rochester, MN

December 2012 to March 2014

- Provide care to adults with various disabilities
- Administer medications and treatments
- Assist individuals with participating in community activities
- Handling of house and individual petty cash ledgers, activity registrations, filing and archiving records and ordering medications

Assembler

Aerotek - Bloomington, MN

November 2010 to December 2011

-Bloomington, MN November 2010-December 2011

Assembler

- Assembled medical devices and supplies in warehouse and in clean room environment
- Operated various machines to sort products
- Light shipping and receiving.
- Data Entry on orders stored in the system

Production Worker

Follett Library Resources - McHenry, IL
October 2007 to December 2009

Production

- Production of College and library textbooks
- Light binding, applied dust jackets/mylars to books
- Applied spine labels/barcodes and any other labels per customer order
- Occasional order picking/packing
- Shipping and receiving and Quality Assurance

Education

Cyber and Information Security

Southeast Technical College-Winona - Winona, MN
January 2015 to Present

General Education

Riverland Community College - Austin, MN
August 2014 to December 2015

Additional Information

Special Skills and Qualifications:

- Able to work independently and take initiative when needed
- Ability to stay calm in high pressure situations
- Reliable and punctual employee
- Great communication skills both verbal and written
- Takes on additional work to help team meet deadlines