

Michael Sliwinski

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Work Experience

Supply Room Clerk/Telecom Operator

Cambridge Health Alliance - Everett, MA

October 2017 to September 2021

- Answering a multi-line phone system in a call center for a hospital helping patients get to the correct locations
- Canceling patient appointments
- Responding to emergency alarm code system
- Data entry/daily logging
- Keeping great communication with all of the medical offices/managers in the hospital
- Use of Meditech, EPIC, Microsoft Office, etc

Supply Room Duties:

- Shipping/receiving
- Inventory
- Organizing/cleaning warehouse
- Answering phone calls for inventory requests and product info/ordering
- Filling orders, entering data into the system, and delivering to patient floors
- Daily use of Medi Tech system

Order Processor/Delivery

New England Life Care Pharmacy - Woburn, MA

August 2015 to November 2020

- Pharmacy/Warehouse duties including, shipping/receiving, organizing inventory, cleaning, etc
- Cleaning and programming medical equipment
- Picking, packing, answering phone calls, and quality checking all orders
- Deliver/picking up product to and from patients homes, hospitals, etc
- Helping with patient services involving field nurses and pharmacists on the phone/email
- Maintaining daily log sheets

Warehouse Support/Driver

Pine Environmental - Saugus, MA

October 2013 to August 2015

- Inventory
- Sales
- Customer service calls, scheduling, shipping/receiving
- Driving trucks to customer locations
- Calibrating, Setting up and cleaning equipment
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Lead Cook/Supervisor

PPM Food Services - Lowell, MA

November 2012 to September 2013

- Providing and overseeing all employees with the guidelines of all their daily duties
- Cooking food/serving in a large corporate café
- Inventory and receiving of all products used
- Sales in the cafeteria cash register
- Cleaning and maintaining of the kitchen
- Preparing and organizing ideas for the company menu
- Catering

Front Desk Officer/Hotel Security Officer

AlliedBarton Security Services - Boston, MA

August 2002 to November 2012

- Checking in employees and guests through a computer database
- Creating access cards for employees of the building/hotel facility
- Processing tenant work orders and requests and assigning proper orders to the departments necessary, and booking conference room and accommodations
- Dispatching of security officers to areas needed in facility
- Answering a multi-line telephone, and providing customer service
- Monitoring a surveillance camera/monitor in control center
- Keep daily log in the computer system through Microsoft Outlook

Education

High School Diploma

Everett High School - Everett, MA

2001

Skills

- Trained to handle escalated issues
- Excellent customer service skills
- Ability to work independently or with a team