

Stacy Woods

Manufacturing, Food and Beverage Industry, or Medical Data Entry

Rochester, MN

stacewoods@outlook.com

507-215-4796

Looking for full-time day shift hours either in the manufacturing or medical administrative fields.

Authorized to work in the US for any employer

Work Experience

Assembly Line Worker

Donaldson Company, Inc.

-

Cresco, IA

January 2018 to Present

- Assembly, inspection and packaging of products for large production manufacturer.
- Frequent use of power tools such as drill/driver, rivet gun, blower, caulk gun, staple gun, nail gun, bander and router.
- Ability to proficiently read blueprints, tape measures, and route sheets.
- Operated vibration welder, motorized pallet jacks, element and punch press machines.
- Performed final inspection of body line products, made labels, wrapped pallets and prepared for shipping.
- Used ADP and Oracle software.
- inventory review for material handling and supplied line with necessary items to complete orders.
- Received OSHA lock out/tag out training and crane safety training completed.

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.
- Book keeping/accounting: Monthly budgeting, accounts receivable and payable, daily deposit records recorded.

Assembly Worker and Inspector

VALLEY DESIGN INC

-

Fountain, MN

October 2014 to June 2015

- Assembly, inspection, packaging and shipping of industrial office furniture.

- Frequent use of power tools such as metal cutting saw, miter saw, drills/drivers, nail guns, ratchet, band saw, blower, glue guns, staple guns, pallet jack, and learned to make boxes from cardboard machine.
- Proficient in reading blue prints, trained in use of different hardware and performed inventory and ordering of materials.
- Packaged and wrapped pallets, made labels and prepared products for shipping.

Case Management and Infection Control Officer

CALEDONIA CARE & REHAB

-

Caledonia, MN

January 2011 to August 2013

- HIPAA educated and compliant.
- EHR- nursing assessments, data collection and entry.
- Formulated individualized care plans after gathering and reviewing nursing documentation and assessments. Adjusted goals and documented progress or decline of patient condition accordingly.
- Attended annual Medicaid and Medicare training.
- Proficiency with ICD - 9 coding, data entry, EHR review, documentation and transmission of medical claims in the areas of acute short term rehab and also long term care settings.
- Infection control education and cared for residents in compliance with the MN Board of Nursing and Department of Health.

MDS Coordinator/Clinical Case Manager

HARMONY HEALTHCARE

-

Harmony, MN

December 2000 to March 2011

- * Strong communication and customer service skills
- ICD-9 coding, data entry, and documentation review of EHR to submit claims to CMS for reimbursement of medical care received in the areas of short term rehab and long term care facilities.
- Proficient with CERNER and EPIC healthcare electronic health record systems.
- Care Plan formulation
- Handled scheduling of medical appointments and laboratory tests, transcribed physician visits, diagnosis, treatments and medication orders.
- Shift supervisor to nursing staff.
- Upheld patient and medical record confidentiality according to HIPAA compliance training.

Education

Diploma in Basic

Mabel-Canton Secondary

-

Mabel, MN

September 1988 to May 1991

ADN in Applied Science/ADN

Northeast Iowa Community College

-
Calmar, IA

Certificate in Expanded Function Dental Technologist

Naval School of Dental Assisting and Technology

-
San Diego, CA

Skills

Medical Terminology, ICD, Management, Medical Records, Medical Billing, Quickbooks, Word, Windows, Typing, Customer Service, Cerner, Epic, Electronic Health Records, Patient Education, Manufacturing, Inspection, Power Tools, Blueprint Reading, Payroll, Oracle, ADP, Office Equipment, Microsoft Office, Billing, Data Entry, Auditing, Assessment, Infection Control, Injections, Hipaa, Hiring, Anatomy And Physiology, Medical Billing, Medical Coding, Medicaid, Medicare, Medication Administration, Transcription, Documentation, Case Management, Call Center, CMS, EHR, Osha, Staffing, Schedule Appointments, Assembly Line, Assembly Worker, Clean Room, 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: National Defense Ribbon

Certifications/Licenses

Customer Service Skills assessment - Proficient

October 2018

Indeed Assessments™ evaluation completed with Proficient rating.

View my results:

https://share.indeedassessments.com/share_assignment/idj5yn8c2ndu7mym

Indeed Assessments provides skills tests that are not indicative of a license or certification, or continued development in any professional field.