

Tracy Michaels

Arvada, CO 80002

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720-519-9244

Hard-working dedicated and reliable professional with excellent work ethic. Strongly committed to going above and beyond to get the job done effectively and efficiently. Recognized by management for attention to safety issues and problem-solving.

Skills

Personal care Assistant:

- Assisted client's / residence with daily living
- Maintained patient confidentiality and HIPPA compliance in an assisted living facility in, the clients homes and , in the community.
- Checked residents in and out of facilities including, checking bags and suitcases to ensure all items were safe, appropriate and met facility standards.
- Reminded client to take daily medications and vitamins
- Assisted client with personal hygiene, grooming, shaving, showering, applying lotion, dressing including Ted hose, putting on deodorant, brushing teeth/ denture care, make up, hair.
- Assisted with hearing aids: cleaning them, placing them in ear and changing battery.
- Panned and prepared meals by accurately following recipes and dietary guidelines and dietary/ allergy restrictions
- Scheduled appointments and activities, safely provided all transportation,
- Performed all daily sanitation tasks such as: cleaned bathrooms including sinks, tubs and toilets, washed dried, folded and ironed laundry, changed linens and made beds, dusted, washed windows, swept, mopped, vacuumed, washed, dried and put away dishes,, took the trash out
- Performed transfers with gait belts of getting clients in and out of bed, shower, toilet and car to a Wheelchair, cane or walker. Performed repositioning
- Compiled accurate documentation on medications and vitamins that client received, consumption of daily nutrition intake and out put, social activities, and wellness to communicate progress to treatment teams and to communicate with other staff and family members.

Production Skills

- Consistently met daily production quotas operating 6 to 8 press machines at one time
- Responsible for clearly reading and comprehending both written and oral instructions and, accurately retaining instructions, policies and procedures
- Ensured press machinery was ready to start up by ensuring that safety elements were working properly
- Produced high quality parts that required a high level of hand eye coordination and precise attention to fine detail
- Regularly lifted 35-pound stacks of product and stood for 8-hour shift
- Maintained safe, clean and well-organized work environment.

Administrative Skills:

- Answered phone and screened calls in high stress, high volume environment
- Entered confidential data in proprietary database
- Transcribed meeting minutes and distributed to appropriate staff members

Willing to relocate to: Wheat Ridge, CO

Authorized to work in the US for any employer

Work Experience

Production Technician

Coorstek - Golden, CO

2018 to 2019

Personal Care Assistant

Allegiance - Thornton, CO

2017 to 2017

Personal Care Assistant

Home Helpers - Englewood, CO

2016 to 2016

Personal Care Assistant

Jordan Michaels - Colorado Springs, CO

2015 to 2016

Administrative and Home Sanitation

Reva's House Cleaning - Westminster, CO

2011 to 2016

Education

High school or equivalent

High School Equivalency - Lakewood, CO

Skills

- Database
- Confidential data
- Press machines
- Manufacturing
- Inventory
- Quality Control
- Word
- Quality Assurance
- Assembly
- Machine Operator
- Maintenance
- fast learner
- Caregiving
- English
- Laundry
- Heavy Lifting
- Meal Preparation
- Residential Cleaning
- Industrial Equipment Experience
- Home Care
- Materials Handling
- HIPAA
- Front Desk
- Customer Service

Certifications and Licenses

driver's license