

# Camilla Mevis

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920-203-9305

## Work Experience

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### **CNA - Certified Nursing Assistant**

Ascension Health - Oshkosh, WI  
July 2019 to Present

Take vitals, help with feeding, interact with patients, take orders from nurse, charting

### **Receptionist**

Ascension Health - Oshkosh, WI  
January 2019 to Present

- Answering phone calls
- Booking appointments
- Answering general questions
- Creating new patient charts
- Filing
- Pulling charts

### **Retail Sales Consultant**

Target - Oshkosh, WI  
April 2015 to July 2019

- Greet customers and ascertain what each customer wants or needs.
  - Describe merchandise and explain use, operation, and care of merchandise to customers.
  - Recommend, select, and help locate or obtain merchandise based on customer needs and desires.
  - Compute sales prices, total purchases and receive and process cash or credit payment.
  - Answer questions regarding the store and its merchandise.
  - Maintain knowledge of current sales and promotions, policies regarding payment and exchanges, and security practices.
  - Demonstrate use or operation of merchandise.
  - Place special orders or call other stores to find desired items.
  - Prepare merchandise for purchase or rental.
  - Watch for and recognize security risks and thefts, and know how to prevent or handle these situations.
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- Inventory stock and requisition new stock.
  - Ticket, arrange and display merchandise to promote sales.
  - Exchange merchandise for customers and accept returns.
  - Clean shelves, counters, and tables.
  - Help customers try on or fit merchandise.
  - Open and close cash registers, performing tasks such as counting money, separating charge slips, coupons, and vouchers, balancing cash drawers, and making deposits.

## Education

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### **BS in Nursing**

Fox Valley Tech- UWO - Oshkosh, WI

August 2018 to Present

### **High School Diploma**

West High School - Oshkosh, WI

June 2017

## Skills

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- TIME MANAGEMENT (Less than 1 year)
- Sales
- Microsoft Office
- Retail
- Customer Service
- Filing
- Organizational Skills
- Receptionist
- Microsoft Word
- Outlook
- Scheduling
- Data Entry
- Cna Certified
- Certified Nursing Assistant
- CNA
- Office Experience (1 year)

## Certifications and Licenses

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### **CNA**

July 2019 to July 2021

### **CPR**

## Additional Information

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### ADDITIONALSKILLS

Organizing

Time Management

Communication

Leadership

Ability to work under pressure

Flexible

Social

Friendly  
Caring  
Personable  
Completed medical terminology

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