

Ashley Meives

Sheboygan Falls, WI 53085
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(920)207-3299

Authorized to work in the US for any employer

Work Experience

Health Unit Coordinator/Certified Nursing Assistant

Rocky Knoll - Plymouth, WI
March 2017 to Present

- Maintained the residents health information in the system
- Updated the charts
- Provided appointment calendars for the residents

Vet Assistant

Sheboygan County Humane Society - Sheboygan, WI
June 2018 to August 2018

- Setting up for surgeries
- Preparing the animals
- Filing the charts & entering the information in the computer
- Cleaning up after the surgeries

Volunteer Work

Humane Society TNR program - Sheboygan, WI
April 2018 to August 2018

- Preparing vaccines
- Maintaining dosing of each cat
- Prepping each cat for surgery
- Administering vaccines

Auditor/Operator

Bemis Manufacturing Company
January 2013 to March 2017

- Parts meet our quality of standard
- Operated the machines to pack good parts
- Maintained the machine area

Dietary Aide

Pine Haven Christian Communities - Sheboygan Falls, WI
December 2011 to September 2013

- Setting up the tables
- Distributed the food to residents
- Maintained the cleanup with the tables, floors and dishes

- Communicated with residents

Babysitting

Sheboygan Falls, WI

June 2008 to September 2013

Babysitter

- Provided a wide range of childcare needs for the three children
- Maintained child-friendly safe environment
- Supervised children at extra-curricular activities

Trainer/Crew member

McDonald's - Sheboygan Falls, WI

October 2006 to February 2013

- Trained new employees and other crew members on proper food handling and safety procedures
- Managed the drive thru while multitasking
- Managed the cash registers
- Monitored the food preparation to ensure orders are completed quickly and no product is wasted.

Education

Associate in Health Information Management

Lakeshore Technical College - Cleveland, WI

January 2020 to Present

Certification in Nursing assistant

Lakeshore Technical College - Cleveland, WI

October 2018 to December 2018

Technical Degree in Health Unit Coordinator

Lakeshore Technical College/Cleveland - Cleveland, WI

December 2016

Certificate in Medical billing specialist

Lakeshore Technical College - Cleveland, WI

June 2015 to August 2015

Certificate

Animal Behavior College - Valencia, CA

June 2013

Certificate in Veterinary Assistant

San Juan College/ Farmington - Farmington, NM

September 2011 to June 2012

General Education

Moraine Park Technical College/Fond Du Lac - Fond du Lac, WI

June 2009 to June 2011

Skills

- MULTITASKING (10+ years)
- FILING (2 years)
- RECEPTIONIST (2 years)
- SALES (6 years)
- Outlook
- Medical Terminology
- Scheduling
- Clerical
- Customer Service Skills
- Microsoft Word
- Microsoft

Certifications and Licenses

CNA

Medical billing specialist

August 2015 to Present

Additional Information

Skills & Qualifications

- Creative thinker
- Adapt to new challenges
- Multitasking
- Detailed oriented
- Customer Sales and services
- Providing animal care such as feed, water, transport, restraint and groom.
- Apply pressure and gauze to animals leg after shot was given
- Developed xray film
- Managed client records
- Maintained and sanitized rooms and kennels
- Receptionist duties including client calls, scheduling appointments, filing and preparing charts