Name: Elizabeth Holkko

Phone: +1 (906) 251-0819

Email: EmayHolkko@gmail.com

Location: US-WI-Taycheedah-54935 ()

Last Modified: 10/17/2019 9:56:34 AM

 Work History

Company Name: Home Health Care 08/01/2018 - 01/31/2019

Job Title: Nursing Assistant-Aide-CNA

Company Name: Carpenters Union LU 1510 06/01/2016 - 02/28/2018

Job Title: 3rd Year Apprentice

Company Name: Marquette Power Sports 05/01/2016 - 07/31/2016

Job Title: Business Sales Representative

Company Name: Applebees 03/01/2014 - 10/31/2015

Job Title: Neighborhood Expert

Company Name: Rivord Rentals 05/01/2008 - 01/31/2012

Job Title: Accounting/ Office Assistant/Home Health Care

Company Name: Oasis Fuel 05/01/2005 - 05/31/2008

Job Title: Trainer/Cashier

 Education

School: Westwood High School Graduation Date:

Major: Not Applicable

Degree: High School

School: Graduation Date:

Major:

Degree: None

School: Graduation Date:

Major:

Degree: None

 Additional Skills And Qualifications

Recent Job Title: Nursing Assistant-Aide-CNA Recent Wage: 0 per

Security Clearance: No

 Desired Position

Desired Wage: per Desired Employment Type:

Desired Travel: Desired commute:

Desired Relocation: No

 Resume

Fond Du Lac, WI 54935

(906) 251-0819

EmayHolkko@gmail.com

Elizabeth Holkk

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To obtain employment that further advances my Business Medical Career.

Qualifications:

\* Microsoft Programs- Certified

\* Michigan Works- Certified Business Training

\* QuickBooks Experienced

\* Finance/ Accounting Experience

\* OSHA 30- Certified Safety Procedures

\* Business Professionals of America- Competitor

\* Exempt Speech- 1st place Regional

\* Business Professional Women- Member

\* Vocational College Business Courses- 4yrs W.H.S

\* Goal Oriented and self-motivated

\* Independent and team orientated

\* Leadership qualities

\* Training/ Management Experience

\* Initiative and Leadership

\* Attentive and Exceptionally Dependable

\* Excelling Drive and Motivation

\* Both Team Orientated and Independent

\* Very efficient and Multi-tasked

\* Advanced math and Aptitude

\* Knowledge of Mechanical Concepts

\* Valued and Expedient Work-ethic

\* Westwood High School - 2006 Diploma- Advanced Business

\* Nursing Block- Certificate 2006

\* CPR &amp; First Aide- Certificate 2016

\* Northern Michigan University - 2010 Skills Trade

\* Microsoft Programs- Certificate

\* Michigan Works- Certificate in Business

\* Osha 30- Certificate - General Construction

\* MARESA - Braille Code certificate

\* Carpenters Union LU 1510- Apprenticeship Program 3rd year

Education:

Relevant Employment:

Home Health Care (Private)

Ishpeming, MI 49849

Missy Carlson (906) 362-6409

August 2018 - January 2019

Nursing Assistant-Aide-CNA

\* Provide proper assistance to all medical and non-medical activities.

\* Provide daily nutrition and proper diet to client.

\* Responsible for clients daily hyenine and bathroom sanitation.

\* Proper medical assistance to client when needed.

\* Distribute, deliver, and disposal of daily medications and injections.

\* Assist client with feeding, bathing, clothing, and physical exercise.

\* Engage and communicate with client.

\* Report and file daily activities and medical needs.

\* Household cleaning duties and chores.

\* Responsible for all animals in household.

Rivord Rentals

Ishpeming, MI 49849

Mary Rivord (906) 362-4442

May 2008 - January 2012

Accounting/ Office Assistant/Home Health Care

\* Provide proper assistance to all medical and non-medical activities.

\* Provide daily nutrition and proper diet to client.

\* Responsible for clients daily hyenine and bathroom sanitation.

\* Proper medical assistance to client when needed.

\* Responsible for filing and recording deposit slips, and payroll.

\* Computer work using QuickBooks for accounting.

\* Recorded payroll for Rental employees

\* Filed and recorded all tenant rental receipts.

\* Extensive and customized computer work.

\* Business letter for eviction notices, notices and contracts.

\* Answering telephone and recording messages.

\* Responsible for showing of apartments.

\* Computer work using QuickBooks for accounting.

\* Advertising Rivord Rentals including vacant apartments and selling of company

Applebees:

Marquette, MI 49849

Lisa Aisthrope

(906) 226-4403

03/2014 - 10/2015

Neighborhood Expert

\* Trained and managed FOH employees including servers, hosts, and bartenders.

\* Managed employee rule violations including uniform, tardiness, and dishonesty.

\* Managed scheduling issues for employees.

\* Managing business with low staff members taking extra responsibility.

\* Promoting current promotions and deals.

\* Determined the eligibility of discounts and compensations.

\* Advertising seasonal products including food and beverage.

\* Responsible for complaints regarding customer dissatisfactory.

\* Responsible for money exchanges, coupons, and discounts for customers.

\* Communicated goal focuses, motivation techniques and mandatory sales pitch.

\* Creative sale idea for FOH.

\* Answering telephones and car side service.

Oasis Fuel

Ishpeming, MI 49849

Kathy (906) 360-2635

05/2005-05/2008

Trainer/Cashier

\* Filing and recording invoices for joined business.

\* Responsible for 'pay outs' and dispensing money to particular business.

\* Responsible for daily deposits and deposit slips/invoice. Transportation of deposits.

\* Responsible for transactions, lottery, credited accounts, and Non-tax deductible forms.

\* Training future employees and transfers.

\* Discussing employee work ethics and responsibility.

\* Responsible for communication with guests, employees, and business owners.

\* Responsible for schedule updates, changes and complaints.

\* Managed employee complains and violations.

Carpenters Union LU 1510

Marquette, MI 49855

3rd Year Apprentice

Robert Goodson-(906) 226-4052

06/2016 - 02/2018

Marquette Power Sports

Negaunee, MI 49866

Business Sales Representative

Louis Nardhi (906) 401-0444

05/2016 - 07/2016

Irrelevant Work History:

References:

Joey LaJeunesse Kim Salmio

Fond Du Lac, WI 54935. Ishpeming, MI 49849

(920) 912-8876 (906) 250-9372

Kathy Poirier Janee Rozich

Ishpeming, MI 49849 Gwinn, MI 49841

(906) 360-2635 (906) 360-2649

Crystal LaFenire

Ishpeming, MI 49849

(906) 360-6232