Amanda Behlman

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Nursing Secretary/CNAT at Sisters of the Sorrowful Mother

Oshkosh, Wisconsin, United StatesReligious Institutions

Previous positions

Certified Nursing Assistant at Evergreen Retirement Community

Pricing Associate at 4imprint

Education

University of Wisconsin-Madison, Bachelors, Mathematics

Summary

Graduated from UW-Madison in 2011 with a BS in Mathematics. Started my career as a Pricing Analyst with 4imprint for 5 years before beginning to volunteer with hospice and from there, decided nursing was what I wanted to do with my life. Currently a certified nursing assistant at SSM-Franciscan Courts and still volunteering with Heartland Hospice with the goal of going back to school to get my bachelor's in nursing.

Experience

Certified Nursing Assistant

Sisters of the Sorrowful Mother

November 2016 – Present(3 years 2 months)Oshkosh, Wisconsin Area

Certified Nursing Assistant

Evergreen Retirement Community

January 2016 – January 2017(1 year)Oshkosh, Wisconsin Area

Pricing Associate

4imprint

August 2011 – April 2016(4 years 8 months)Oshkosh, Wisconsin

Admissions/Concessions

Pollock Community Water Park

January 2009 – September 2011(2 years 8 months)

Admissions - Admit people into the water park as well as answering phones and taking reservations

Concessions - Make and serve food and drinks as well as keeping the area clean

Lead Lab Consultant

University of Wisconsin

February 2009 – May 2011(2 years 3 months)

Assisted students with any questions or problems they had

Made sure the lab remained clean and in working order

Data Entry

Miles Kimball Company

October 2006 – August 2008(1 year 10 months)

Entered mail orders into system

Customer Service - Answered customer service emails

Helped out with other aspects of the company such as web testing, training, and mail duties

Education

University of Wisconsin-Madison

Bachelors, Mathematics

2007 – 2011

University of Wisconsin-Madison

Skills & Expertise

Certified to pass medications

Data Analysis

CBRF certified

CPR and BLS certified

Time Management

Telephone Skills

Microsoft Excel

Microsoft Office

Customer Service

Data Entry

Social Media