**Caitlyn Schwake**

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**Skills**

* CNA Certification - This allows me to provide basic care to others, assist in daily activities, and care for the overall health of people around me
* Highschool Diploma
* 40 Credits of General Education classes completed at NWTC, I am still taking more classes around work, school will not interfere with work
* People Friendly - I am not afraid to be placed into new environments, meet new people, and complete tasks
* Technology friendly - Technology has made a huge imprint on this world and I have easily adapted to technology.

**Experience**

* Babysitter - This experience helps me to provide care for children and helps me understand how to work effectively and efficiently with children of all needs.
* Nanny - This has trained me how to work with children for long periods of time as I would provide care for them for several days while the child's parents were out of town.
* Seymour Hotel - Hostess has cherished me on how to work with adults needs, listening to instructions, having many people rely on me, and how to keep a neat and tidy workplace.
* Dietary Aide - I worked with people of all mindsets by serving them dinner and helping them get their daily nutrients, cleaning up the dining room, and helping prepare food.
* CNA- Awaken residents to help with hygiene, toilet, clothed, fed, and direct daily activities. I also corresponded with the nurse to help in her daily routine with residents. I charted residents to provide the best care so the next CNAs could look at my chart and determine how to help the residents in the best way possible.
* McAllister Landscape Supplies - Customer Service Representative who takes orders for delivery, cleans, waters flowers, enters in paperwork, files, answers phone calls about questions, enforces policies, and many more activities!
* (Current) Westwood Elementary School - Teachers Aide - I toggle between 6 classrooms and help students along with teachers complete daily tasks to enrich students learning and provide the most effective care to make sure everyone has an equal opportunity to learn. Daily tasks include but are not limited to copies, formating activities, and supervise children.

**Education & Certificates**

* High School Diploma - Ashwaubenon High School
* Certified Nursing Assistant - NWTC

**Objective**

* Hoping and willing to come to work everyday and get along with fellow co workers to provide excellent care for children to help them learn and develop everyday.