

# Jordan Lederer

Sheboygan, WI

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7019550897

Authorized to work in the US for any employer

## Work Experience

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### **Lead CNA**

Ensign Services - El Cajon, CA

June 2017 to Present

I have had the wonderful opportunity to work for this facility, and company. I have been a lead cna the majority of career. I make the daily assignments and schedule for the cans on my shift, and making sure the shift runs smoothly and effectively. I am in charge of making sure all of the charting and assignments are done and correctly for all shifts, I have also had the chance to learn how to do staffing needs.

### **Assistant Manager**

Wendys - Santee, CA

May 2017 to Present

I am responsible to run the business efficiently and affective, i am in charge of many employees and making their schedules. I am responsible to make sure proper procederes being followed, and following the guidelines created by the business. I fill out necessary paperwork for incidents, and payroll. It is my job to boost the morale in the business and keep my employers and employees satisfied.

### **Manager**

Mcdonalds - Bismarck, ND

October 2013 to April 2017

I am responsible to run the business efficiently and affective, i am in charge of many employees and making their schedules. I am responsible to make sure proper procederes being followed, and following the guidelines created by the business. I fill out necessary paperwork for incidents, and payroll. It is my job to boost the morale in the business and keep my employers and employees satisfied.

## Education

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### **CNA in CNA**

California Medical College - San Diego, CA

August 2017 to November 2017

## Skills

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- Fast Food
- Customer Service

- CNA
- Certified Nursing Assistant
- HHA
- Home Health
- Cna Certified
- Catheter Care

## Certifications and Licenses

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### **CNA/HHA**

November 2017 to May 2020

I am CNA/HHA certified, i am first aid certified, i also have my BLS. i have been a cna for 2 years, and I have found I love what I am doing. I am hard working, punctual and I am always willing to pick up extra shifts or work doubles. I am a lead cna currently at my place of employment

### **CPR**

### **Certified Nursing Assistant (CNA)**

## Assessments

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### **Nursing Aide Skills — Expert**

December 2019

Providing nursing aid to patients using knowledge of relevant equipment and procedures.  
Full results: [https://share.indeedassessments.com/share\\_assignment/qihsysddiavbiaob](https://share.indeedassessments.com/share_assignment/qihsysddiavbiaob)

### **Direct Care — Highly Proficient**

December 2019

Showing sensitivity and enthusiasm while providing care to patients.  
Full results: [https://share.indeedassessments.com/share\\_assignment/ezx34dug6fwogsb1](https://share.indeedassessments.com/share_assignment/ezx34dug6fwogsb1)

### **Scheduling — Proficient**

December 2019

Cross-referencing agendas and itineraries to avoid scheduling conflicts.  
Full results: [https://share.indeedassessments.com/share\\_assignment/l-uqzacszbjtlw9](https://share.indeedassessments.com/share_assignment/l-uqzacszbjtlw9)

Indeed Assessments provides skills tests that are not indicative of a license or certification, or continued development in any professional field.

## Additional Information

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I am a hard working individual, who is willing to work overtime, and give my full attention to the job that i have, and give nothing less than my best every day. I am eager to learn new things, and i work well with others. I am a team player, and will help others if needed. I am outgoing, and i enjoy getting

to know my patients and coworkers. I do not feel that you would not regret hiring me for i am a quick learner and i am not afraid to ask questions.