|  |  |
| --- | --- |
| Name: |   Yolanda Ortiz |
| Phone: |   920-944-7569 |
| Email: |   msortiz1009@gmail.com |
| Location: |   US-WI-Appleton-54911 () |
| Last Modified: |   6/15/2019 10:34:34 PM |

 Work History

|  |  |  |
| --- | --- | --- |
| Company Name: |   Evergreen Retirement Home | 08/01/2018 - Present |
| Job Title: |   Certified Nursing Assistant |
|  |
| Company Name: |   Fox Valley Technical College | 01/01/2015 - 12/31/2017 |
| Job Title: |   Administrative Professional |
|  |

 Education

|  |  |  |  |
| --- | --- | --- | --- |
| School: |   Fox Valley Technical College | Graduation Date: |  |
| Major: |    |
| Degree: |   None |

 Additional Skills And Qualifications

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| --- | --- | --- | --- |
| Recent Job Title: |    Certified Nursing Assistant | Recent Wage: | 0 per  |
| Security Clearance: |   No |  |  |

 Desired Position

|  |  |  |  |
| --- | --- | --- | --- |
| Desired Wage: |    per  | Desired Employment Type: |  |
| Desired Travel: |    |   Desired commute: |  |
| Desired Relocation: | No |  |

 Resume

|  |
| --- |
| Yolanda L. FordhamAdministrative Professional920.777.1513mrsfordham1113@outlook.comSUMMARYDedicated and focused Administrative Assistant who excels at prioritizing, completing multiple taskssimultaneously, and following through to achieve project goals. Answered a high volume of incomingcalls while handling in-person inquiries from clients and colleagues. Flexible and hardworking withstrong drive.PROFESSIONAL EXPERIENCECertified Nursing AssistantEvergreen Retirement Home, Oshkosh, WI, August 2018-PresentBrewster Village, Appleton, WI, January 2018 - May 2018Rennes, Appleton, WI, February 2017 - June 2017 Care for multiple residents in the facility Observe Resident Rights Provided personal care and assistance with activities of daily living Bathing; Dressing Feeding; Pass and pick-up food trays; Serve nourishments; Keep record of intake and output Transfer to and from bed or chair or other locations with the facility Assist to and from toilet; assist with toileting needs Keep incontinent residents clean Monitor and record bowel movements Pass and empty bedpans, urinals, and emesis basins Reposition residents in bed or chair Assist with personal and dental hygiene Assist in ambulation Make beds; Change linens Answer call bells and make rounds Provide Post Mortem Care Record Activities of Daily Living on flow sheets Observe residents and note physical condition, attitude , reactions, appetite, etc and reportany changes to nurseAdministrative ProfessionalFox Valley Technical College, Appleton, WI, 2015 - 2017 Oversee receptionist area, including greeting visitors and responding to telephone and in-personrequests for information Coordinate inventory orders and office supplies Processed client information Greet numerous visitors, including students and other faculty members Drafted meeting agendas, supplied advance materials, and executed follow-up for meetings and teamconference Created PowerPoint presentations used for business developmentSKILLSExcellent Customer ServicePersuasive sales techniquesTeam building techniquesMotivatorQuickBooksMS Word, Excel, PowerPoint, AccessHIGHLIGHTS Documentation Filing Meeting Support Travel arrangement Organization QuickBooks and MS Office proficient Proofreading Understands grammar Business writing Dedicated team playerEDUCATIONFox Valley Technical College - Administrative Professional |