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| --- | --- |
| 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

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

 Education

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| --- | --- | --- | --- |
| 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

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

 Resume

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| Yolanda L. Fordham Administrative Professional 920.777.1513 mrsfordham1113@outlook.com    SUMMARY Dedicated and focused Administrative Assistant who excels at prioritizing, completing multiple tasks simultaneously, and following through to achieve project goals. Answered a high volume of incoming calls while handling in-person inquiries from clients and colleagues. Flexible and hardworking with strong drive. PROFESSIONAL EXPERIENCE Certified Nursing Assistant Evergreen Retirement Home, Oshkosh, WI, August 2018-Present Brewster Village, Appleton, WI, January 2018 - May 2018 Rennes, 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 report any changes to nurse  Administrative Professional Fox Valley Technical College, Appleton, WI, 2015 - 2017  Oversee receptionist area, including greeting visitors and responding to telephone and in-person requests 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 team conference  Created PowerPoint presentations used for business development  SKILLS  Excellent Customer Service Persuasive sales techniques Team building techniques Motivator QuickBooks MS Word, Excel, PowerPoint, Access   HIGHLIGHTS   Documentation   Filing   Meeting Support   Travel arrangement   Organization   QuickBooks and MS Office proficient   Proofreading   Understands grammar   Business writing   Dedicated team player   EDUCATION  Fox Valley Technical College - Administrative Professional |