

Vickie Gonzalez

- Menasha WI, 54915
- 920-858-2058
- vg1869@gmail.com

Professional Summary

Skills

- Reliable; dedicated to completing projects
- Solid communication skills
- Versatile; enjoy learning all facets of an organization
- Basic knowledge of word/PowerPoint

Work History

CNA, 03/2018 to Current

Right at Home – Appleton , WI

- Assisted clients with in home care
- Personal cares
- Light housekeeping
- Food preparation and cooking
- Pet

Caregiver, 06/2016 to 02/2018

Valley VNA Senior Care – Neenah , WI

- Assisted resident with personal cares including bathing, dressing, oral skin and hair care
- Assisted with ambulation and transfers
- Distribute and assist with medications
- Monitor health and report changes
- Assisted with the elimination of bowel and bladder
- Update residents records and record daily observation's
- Performed vitals including weight, temperature, blood pressure, respiration and pulse
- Assisted with eating, meal preparation and clean

Customer Service Associate, 07/2014 to 06/2015
West Business Services – Appleton , WI

- Taking inbound calls
- Communicate with customers on the phone to help answer any questions or issues relating to product
- Selling product
- Creating personal files and entering the consumer's information into data base using Microsoft

Administrative Assistant, 06/2014 to 07/2014
Habitat ReStore East – Appleton , WI

- Communicated with customers and donors on multi-line phone to answer questions and schedule pick-ups
- Communicated with customers and donors on multi-line phone to answer questions and schedule
- Create, maintain and update databases using Microsoft Excel

Education

Associates : Healthcare Administration , 2011
University of Phoenix - Chicago , IL

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