

# Jordan Van Ark

## **Certified Nursing Assistant**

New London, WI

- Email me on Indeed: <http://www.indeed.com/r/Jordan-Van-Ark/cbe6acd14db4fe8e>

To further my career and gain new skills that I can use everyday, and to accomplish the goals of the company safely and efficiently.

## Work Experience

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### **CNA - Certified Nursing Assistant**

GrapeTree Medical Staffing

April 2020 to Present

Assisting elderly with all daily needs and activities to the best of my ability

### **CNA - Certified Nursing Assistant**

Rennes health and rehabilitation - Appleton, WI

January 2020 to March 2020

Assisting elderly with all daily activities to the best of my ability

### **Certified Nursing Assistant**

Miravida Living - Oshkosh, WI

October 2019 to January 2020

Assisting elderly with all daily needs and activities to the best of my ability

### **Graphics Technician**

Bemis Graphics - New London, WI

October 2019 to December 2019

Acknowledged customer issues and resolved their problems quickly and efficiently.

Emphasized the specific product features that would stand out to customers, showing them product limitations and capabilities.

Loading and unloading of product.

Product checking or labels and defects.

Cutting out plates on cutting table.

Making shipping labels for finished products.

### **Certified Nursing Assistant**

Crossroads Care Center of Weyauwega - Weyauwega, WI

February 2019 to August 2019

Administered care to elderly patients in a long-term care facility. Duties included bathing, feeding, grooming, dressing and elimination.

Assisted nursing home residents with daily living and recreational activities.

Assisted upper management and nursing staff with menu planning for each new resident.

Greeted patients, served meals, cleaned rooms and ensured a positive living experienced for long-term care residents.

Maintained patient records, monitored vitals and reported to supervising nurse.

Operated lift mechanisms to assist patients with showering and dressing.

Utilized proper lift techniques to transfer patients from chair to bed.

Provided in-home companionship services to elderly residents in the community.

### **Bartender/ Manager**

Country Crossroads - New London, WI

June 2016 to August 2018

Accepted and processed customer payments in cash, credit cards and checks, checking for validity.

Acknowledged customer issues and resolved their problems quickly and efficiently.

Assisted clients in understanding their available options and helped them select the right service plans for their needs.

Effectively communicated with other employees and upper management to ensure complete care of customers.

Emphasized the specific product features that would stand out to customers, showing them product limitations and capabilities.

Evaluated the customers' needs and provided service options to meet their requirements.

Fulfilled administrative duties, including: completing and filing paperwork, directing a multi-line phone and setting appointments.

Followed up with customers ensuring their satisfaction with their purchases.

### **Coreroom Operator**

Waupaca Foundry, Inc., Plant #1 - Waupaca, WI

September 2016 to October 2017

Acknowledged customer issues and resolved their problems quickly and efficiently.

Effectively communicated with other employees and upper management to ensure complete care of customers.

Emphasized the specific product features that would stand out to customers, showing them product limitations and capabilities.

Use of, crane, and pallet jack.

Fulfilled administrative duties, including: completing and filing paperwork, directing a multi-line phone and setting appointments.

### **Certified Nursing Assistant**

Arcadia Home Care and Staffing - Appleton, WI

April 2015 to August 2016

Administered care to elderly patients in a long-term care facility. Duties included bathing, feeding, grooming, dressing and elimination.

Assisted nursing home residents with daily living and recreational activities.

Assisted upper management and nursing staff with menu planning for each new resident.

Greeted patients, served meals, cleaned rooms and ensured a positive living experienced for long-term care residents.

Led group recreation activities for mentally disabled patients.

Maintained patient records, monitored vitals and reported to supervising nurse.

Performed light housekeeping duties as part of a comprehensive in-home care plan.

Operated lift mechanisms to assist patients with showering and dressing.

### **Production Line Worker**

Sturm Foods - Manawa, WI

June 2012 to August 2016

Operate pallet jacks, Inspect quality of finished products, making minor repairs to check accuracy and quality of daily orders.

Analyzed fabrication numbers to determine where changes needed to be made within teams.

Review incoming materials and compare documentation.

Troubleshoot problems with equipment to make repairs or report diagnostics to supervisor.

Calibrated and adjusted equipment using tools

Conducted quality assessment of materials and machines to report back to supervisors about supplier efficiency.

### **Caregiver**

Living Tree Estates LLC - Greenville, WI

September 2014 to March 2015

Administered basic medical necessities and treatments.

Assembled, operated, cleaned and properly stored medical equipment and accessories.

Collaborated with other team members and care providers to assess a patients' health status and determine a course of action.

Communicated clearly and effectively with patients regarding their appointments and their health concerns.

Measured patients' vital signs.

Recorded all relevant medical data in a charting system.

## Education

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### **High school or equivalent**

High School Diploma

May 2012

## Skills

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- CPR (3 years)
- Certified Nursing Assistant (2 years)
- Medication Administration
- Senior Care
- Calibration
- Caregiving

## Certifications and Licenses

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### **BLS/CPR**

Present

### **Medication Administration**

Present

### **First Aid and choking**

Present

### **Standard Precautions**

Present

### **Fire Safety**

Present

## Additional Information

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SKILLS

Quick learner Strong empathy and Active listening  
compassion

Ability to recognize and Critical thinking skills Excellent teamwork skills  
repair problems

Exceptional schematic Knowledge of hand tools CPR Certified through the  
design abilities state (BLS)