Jennifer Seidl

CNA

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(920) 323-8858

I have 4 ½ years Administrative experience. I also have 20 years of customer service experience. I am able to learn new tasks quickly and easily. I enjoy working in a fast paced team environment and also independently. I have strong organization skills and excel at multitasking.

Willing to relocate: Anywhere
Authorized to work in the US for any employer

Work Experience

CNA - Certified Nursing Assistant

Shady Lane Nursing Home - Manitowoc, WI
September 2020 to Present

Take care of residents in the Memory Care Unit. Shower, wash up, toilet, dress, feed, clean room, make bed, get meals and also provide activities

Body Shop Administrator

GANDRUD COLLISION - Green Bay, WI
October 2018 to January 2020

● Answer telephone and transfer calls
● Greet Customers
● Create Repair Orders
● Complete payroll

Body Shop Administrator

CADRE EMPLOYMENT SERVICES - De Pere, WI
July 2018 to October 2018

I was hired by CADRE for a temp to hire position at Gandrud Collision. I needed to put in a certain amount of hours before Gandrud was allowed to hire me.

Bartender

CHILLERS BAR AND GRILL - Mishicot, WI
January 2008 to April 2015

● Greet customers and take orders
● Make drinks and prepare food
● Clean bar
● Stock bar at end of shift
● Supervise bar staff

Education

High school diploma in Accounting, typing and other College Prep courses
Mishicot High School - Mishicot, WI
September 1990 to May 1994

Skills

- Microsoft Word
- Excellent Organization
- Data Entry
- Manage Employees
- Telephone Experience
- Microsoft Excel
- Adobe Acrobat
- Microsoft Office
- Bartending
- Sales Experience
- Account Management
- Customer Service
- Payroll
- Machining
- Memory Care
- Dementia Care
- Caregiving
- Senior Care
- Alzheimer's Care
- Medication Administration
- Laundry
- Proofreading
- Patient Care

Certifications and Licenses

CNA

Assessments

Data Entry Clerk — Familiar
March 2020

Maintaining data integrity by detecting errors

Full results: [Familiar](#)

Customer Focus & Orientation — Highly Proficient
March 2020

Responding to customer situations with sensitivity
Full results: [Highly Proficient](#)

Working with MS Word Documents — Highly Proficient
March 2020

Knowledge of various Microsoft Word features, functions, and techniques.
Full results: [Highly Proficient](#)

Customer Focus & Orientation — Highly Proficient
March 2020

Responding to customer situations with sensitivity
Full results: [Highly Proficient](#)

Customer Service — Proficient
July 2020

Identifying and resolving common customer issues
Full results: [Proficient](#)

Work Style: Conscientiousness — Proficient
July 2020

Tendency to be well-organized, rule-abiding, and hard-working
Full results: [Proficient](#)

Administrative Assistant/Receptionist — Proficient
April 2020

Using basic scheduling and organizational skills in an office setting.
Full results: [Proficient](#)

Veterinary Receptionist Skills — Highly Proficient
July 2020

Managing practitioner schedules and maintaining accurate patient records
Full results: [Highly Proficient](#)

Proofreading — Familiar
July 2020

Proofreading written texts.
Full results: [Familiar](#)

Elementary School Classroom Management — Expert
August 2020

Managing behavior in elementary school classrooms
Full results: [Expert](#)

Data entry: Accuracy — Highly Proficient

September 2020

Entering data quickly and accurately
Full results: [Highly Proficient](#)

Work style: Reliability — Familiar

August 2020

Tendency to be dependable and come to work
Full results: [Familiar](#)

Scheduling — Highly Proficient

December 2020

Cross-referencing agendas and itineraries to avoid scheduling conflicts
Full results: [Highly Proficient](#)

Administrative assistant/receptionist — Proficient

February 2021

Using basic scheduling and organizational skills in an office setting
Full results: [Proficient](#)

Nursing assistant fit — Highly Proficient

December 2020

Measures the traits that are important for success for nursing assistants
Full results: [Highly Proficient](#)

Spreadsheets with Microsoft Excel — Proficient

February 2021

Knowledge of various Microsoft Excel features, functions, and formulas
Full results: [Proficient](#)

Work motivation — Expert

December 2020

Level of motivation and discipline applied toward work
Full results: [Expert](#)