

Jessica Linenfelser

Summerfield, FL

jessicalinenfelser5_px5@indeedemail.com

7792211281

Authorized to work in the US for any employer

Work Experience

Server

Outback Steakhouse - Rockford, IL

February 2015 to November 2016

Serve tables,buss,expo,food run and train.multi tasking was a must.

Server

Applebee's - Rockford, IL

May 2013 to January 2015

Served tables,trained new employees,kept cash bank,expo,food ran and bar back.

Phlebotomist

Talecris - Rockford, IL

March 2009 to July 2011

Calibrated plasma machines,hooked patients up to machines, set up machine with every new patient, performed stick and sku if necessary,collected plasma bottle and documented date /time and signature, and broke down machine taking patient off machine while making sure all biohazard material was placed in the sufficient receptacle.

Personal Caregiver Assistant

Department of Rehabilitation Services - State of illinois

August 2005 to December 2009

I wrapped and cleaned wounds,cooked and did domestic work for my client, drove him to appointments,responded to mail and paperwork...anything he needed i was there for him.

Receptionist/Administrative Assistant

Jonis Designer Nails - Fort Myers, FL

January 1997 to August 2003

To be honest...this was my mothers salon she owned.she taught me the fundamentals of customer service,organization and communication.i did inventory,scheduled appointments,answered phones,greeted and presented clients with drinks,explained our services,cashed clients out and was responsible for retail sales.

Education

Graduated in Licensed practical nursing

Taylor college - Belleview, FL

January 2020 to May 2021

Medical claims and billing in Medical

US Career Institute - Rockford, IL

February 2006 to June 2006

High school or equivalent

Ft. Myers High - Fort Myers, FL

October 2000 to October 2000

Skills

- Server
- Customer Service
- training
- Sales
- POS
- fast learner
- Word
- Powerpoint
- Cooking
- Microsoft Office
- Organizational Skills
- Phlebotomy (3 years)
- Laboratory Experience
- Caregiving
- Laboratory Experience
- Medical Records

Certifications and Licenses

Medical claims and billing

June 2006 to Present

Additional Information

Currently have a FL LPN license and in the process of endorsing to Illinois.