

Elizabeth Partridge

Activity Director /CMA

Saint Joseph, MO 64505

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Seeking a position where I can grow and utilize my education and experience.

Authorized to work in the US for any employer

Work Experience

CNA - Certified Nursing Assistant

GrapeTree Medical Staffing

April 2021 to Present

Stay at Home Mom

Partridge Residence - Saint Joseph, MO

August 2019 to Present

Personal chef, care taker, appointment maker and chauffeur. Devoted wife and mother.

Paraprofessional

Supplemental Health Care - Saint Joseph, MO

August 2020 to September 2020

Working with special Education students.

Guest services

Quilty Inn Suites - Saint Joseph, MO

May 2020 to June 2020

Housekeeping

Certified Nursing Assistant (CNA)

DIVERSICARE - Saint Joseph, MO

July 2019 to August 2019

Caring for elderly

- Provided patients/residents with care and companionship
- Helped residents with activities of daily life (ADL): bathing, grooming, dressing, feeding, and walking
- Documented all care
- Made beds
- Cleaned and sanitized rooms
- Performed post-mortem care, if needed

Stay at Home Mom

Partridge Residence - Saint Joseph, MO

May 2019 to July 2019

Personal shopper, chauffeur, personal chef and maid. Devoted wife and mother.

Personal Care Assistant

Rescare HomeCare - Saint Joseph, MO
March 2019 to May 2019

Cleaning, cooking and providing respite care.

CNA - Certified Nursing Assistant

Council Grove HealthCare Center - Council Grove, KS
January 2019 to March 2019

Caring for elderly.

Front Desk & Housekeeper

LaQunita Inn & Suites - Opelika, AL
July 2018 to December 2018

Answering phone calls, taking reservations, Handling guest and payments, Cleaning rooms, making beds, taking out trash, fixing breakfast.

Certified Nursing Assistant (CNA)

Arbor Springs Health and Rehab Center - Opelika, AL
August 2018 to September 2018

Caring for elderly.

Learning Coach

ALVA - Valley, AL
January 2018 to June 2018

Mentor and Learning Coach for Homeschooled 11 year old.
Entered data
Assisted student with homework
Assisted student with computer needs

OWNER & OPERATOR

Partridge Farms
January 2015 to January 2018

Tending to Pigs, Cows, Goats, Chickens, Donkeys
Rebuilding fence, clearing pasture
Marketing and selling livestock.
Account management.

Certified Nurses Aide/ Intern Social Services Coordinator

Partridge Farms
September 2017 to December 2017

Assisted patients with daily living activities and hygiene such as bathing, dressing
Maintained patient safety and HIPPA regulations
Monitored vitals
Assisted with activates
Organized paperwork

Personal Care Attendant

Community Care Connections - Pittsburg, KS

February 2016 to February 2017

Assisted clients with daily living activities and hygiene such as assisting in the shower, helping dress, cook, and clean.

Charged with running errands for daily needs.

Managed medical appointment scheduling and interacted with clients doctors.

Maintained client safety and HIPPA regulations

Monitored vitals and medications

Children's Case Manager

Compass Behavioral Health

July 2014 to November 2014

Managed children with behavioral problems at the TEP School.

Provide support by listening to their problems and offering the best coping skills for their specific needs.

Communicated ways for the children to manage their problems by using the skills.

Managed Therapeutic Group Activities.

Maintained charting

Cleaning/remodeling

Rental Properties - Garden City, KS

May 2014 to August 2014

Cleaning vacant homes and assisting with updating tile, flooring, painting, installation of new fixtures.

Certified Nurse's Aide

Council Grove Assisted Living

June 2011 to October 2011

Assisted patients with daily living activities and hygiene such as bathing, dressing

Maintained patient safety and HIPPA regulations

Monitored vitals

Sales Associate

JC Penney's

November 2010 to January 2011

Cashier

Cleaned fitting rooms

Assisted customers

Certified Nurse's Aide

Peterson's Health Care Center

April 2009 to January 2010

Assisted patients with daily living activities and hygiene such as bathing, dressing

Maintained patient safety and HIPPA regulations

Monitored vitals

Crew/Cashier

Wendy's Fast Food

November 2008 to February 2009

Cashier

Cook
Food Prep

Telemarketer

Online Communications
November 2007 to November 2008

Made Cold Calls
Obtained customer surveys regarding services

House Keeper

Best Western
February 2007 to November 2007

Cleaned rooms
Interacted with customers
Stocked carts

Education

Certified medication aide

WeCareOnline.com
January 2021 to March 2021

Certification in Activity Director

WeCareOnline
November 2020 to December 2020

Bachelor's of Science in Sociology in Sociology

Emporia State University - Emporia, KS
January 2012 to May 2014

High school or equivalent in Undergrad General Education

Allen County Community College - Burlingame, KS
January 2010 to January 2012

High School Diploma

Flint Hills Adult Education Center - Emporia, KS
August 2006

Skills

- PROJECT MANAGEMENT
- CUSTOMER SERVICE
- EXCEL
- POWERPOINT
- MICROSOFT WORD
- Houskeeping
- Guest Service

- Reception
- Front Office
- Front Desk
- Microsoft Office
- Cleaning
- Time Management
- Hospitality
- Filing
- Housekeeping
- Cash Register
- Cleaning
- Filing
- Housekeeping
- retail sales
- Hospitality
- Communications
- Time Management
- Word
- Case Management
- Tile Laying
- Adult Education
- Remodeling
- Conflict Management
- Behavioral Health

Certifications and Licenses

Certified Nursing Assistant (CNA)

CPR Certification

Certified Medication Aide

March 2021 to March 2033

Certified Activity Director

December 2020 to Present

Assessments

Customer Focus & Orientation — Highly Proficient

June 2019

Responding to customer situations with sensitivity.

Full results: [Highly Proficient](#)

Workplace English — Expert

June 2019

Understanding spoken and written English in work situations.

Full results: [Expert](#)

Front Desk Agent (Hotel) — Highly Proficient

May 2020

Selecting hotel rooms based on verbal requests and identifying errors in hotel data

Full results: [Highly Proficient](#)

Work Style: Reliability — Completed

February 2020

Tendency to be dependable and come to work

Full results: [Completed](#)

Filing & Organization — Proficient

January 2020

Arranging and managing information or materials using a set of rules.

Full results: [Proficient](#)

Customer Service Fit — Proficient

December 2019

Measures the traits that are important for high-quality customer service.

Full results: [Proficient](#)

Logic & Critical Thinking — Proficient

August 2019

Using logic to solve problems.

Full results: [Proficient](#)

Indeed Assessments provides skills tests that are not indicative of a license or certification, or continued development in any professional field.

Additional Information

SKILLS & ABILITIES

Fluent in Microsoft, Excel, PowerPoint, Microsoft Word

Organization Skills

Leadership Skills

Timeliness and Accountability

Critical Thinking, Communication, and Conflict Resolution Skills

Project Management, Professional Writing, Public Speaking and Presentation Skills

Customer Service