

BROOKLYN STAUBS

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Saint Francis, MN 55070

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brooklynstaubs17@gmail.com

PROFILE

Productive and reliable individual. Seeking to advance and further my career. Driven and motivated to help organizations thrive. Detail-orientated individual with extensive experience in microsoft, EPIC, responder, outlook, windows, MAC, google drive, and social media.

RELEVANT EXPERIENCE

Nursing Station Technician

Sept. 2019-Present

UMMC Masonic Children's Hospital- Minneapolis, MN

Bedside nursing along with administrative support to ensure a highly productive environment. Coordinated with all levels of hospital and medical staff to ensure all healthcare needs were met.

- Trained incoming CNA's of proper procedures within the scope of their role
- Diagnostic testing
- Complied with all HIPAA regulations in documentation and interactions
- Maintained patient records while updating healthcare team
- Clerical duties involving patient admission and registration
- Direct patient care

Managerial and Marketing Intern

June 2017-Nov. 2019

Buckle- Maple Grove, MN

Assisting the management team of planning and executing all marketing and performance goals.

- Completed staffing schedules according to needs
- Created rapport with returning guests
- Demonstrated willingness to adapt new techniques to improve sales
- Managed payroll
- Managed hiring/onboarding
- Head of shoe department and sales

EDUCATION

Saint Catherine University- Saint Paul, MN

- Bachelor of Science in Business
- Major: International business and economics
Anticipated to graduate: Dec. 2022

CERTIFICATES

- Certified Nursing Assistant
- BLS (basic life support)
- CPR certified