

Layla Ahmed

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To obtain a position where I can utilize my experience and skills in order to build my community, provide quality services, and help others while treating everyone with respect and dignity.

Work Experience

CNA - Certified Nursing Assistant

Altru Health System - Grand Forks, ND
October 2018 to May 2020

assist patients with daily needs.

Sales Representative

Spherion - Fargo, ND
September 2015 to July 2018

answer inbound calls and paper mail inquiries to address consumers issues, questions and concerns.

Skills

- Customer Service
 - Teambuilding
 - Bilingual in Somali/English
 - Open Mindedness
 - Quick Decision Making
 - Takes Initiative
 - Adaptability/Flexibility
 - Creative Thinking
 - Meeting & Event Planning
 - Organization
 - Maintain Confidentiality
- Arabic
- Writing Skills
- Multilingual
- Fundraising
- Communication Skills
- Interpretation
- Research
- Word Processing
- Presentation Skills
- Teaching
- Public Speaking

- Administrative Experience
- Interpretation
- Translation
- Office Management
- Home Care
- Vital Signs
- Tutoring
- Personal Assistant Experience
- Continuous improvement
- Sales
- Windows

Languages

- english & Somali - Fluent