

# Erica Merritt

Chaska, MN 55318

[et5nash9\\_u7t@indeedemail.com](mailto:et5nash9_u7t@indeedemail.com)

+1 952 452 3930

To obtain and maintain a secure position with room to advance in a growing company company.

#readytowork

Authorized to work in the US for any employer

## Work Experience

---

### **Certified Nursing Assistant**

Auburn Manor - Chaska, MN

August 2019 to Present

I am responsible for delivering ADL's for over 60 residents.

### **Activities Director**

Dellwood Gardens Assisted Living - Saint Paul, MN

September 2015 to Present

- Plan and implement resident activities for the calendar year
- Write up policies and procedures for fitness room
- Maintain a budget for my department
- Create a volunteer program
- Keep resident engaged and focused
- Set up informational seminars and appointment as well as outings

### **Certified Nursing Assistant**

Emerald Crest - Shakopee, MN

April 2019 to September 2019

I was responsible for ADL's for residents and also medication passing.

### **CNA/Med Passer/Assistant Program Coordinator**

Brookdale Senior Living - North Oaks, MN

June 2013 to August 2015

- I was responsible for med exchange every Tuesday
- I was responsible for ADL's of 5 to 10 residents
- I was responsible of monthly vital checks and skin checks

### **Front Desk Runner**

Hospitality Staffing Solutions - Edina, MN

October 2012 to April 2013

- Delivering requested items to guest rooms
- Stocking

- Helping in the concierge lounge
- Laundry pickups and package deliveries

### **Customer service**

Metro Transit - Saint Paul, MN  
October 2006 to July 2011

- Problem solving
- Routine safety checks
- Inspect bus before and after route

### **Secretary/Receptionist**

East Side Neighborhood Development Company - Saint Paul, MN  
August 2005 to April 2006

- Answer phone and transfer calls to the appropriate employees
- Greet and assist visitors and escort them to the correct offices or meetings
- Filing, bookkeeping, and scheduling
- Maintain a pleasant appearance
- Distributing mail

### **Receptionist**

Kennedy King College - Chicago, IL  
August 2002 to August 2004

- Answering phones
- Filing, bookkeeping, Scheduling
- Distributing mail
- Registering students for continuing education programs

## Education

---

### **Nursing Program**

Century College - White Bear Lake, MN  
May 2000 to September 2004

### **GED**

Kennedy King College - Chicago, IL  
September 2000

## Skills

---

- Certified Nursing Assistant
- Vital Signs
- Home Care
- Bookkeeping
- Nursing
- Laundry
- Medication Administration

- Caregiving
- Critical Care Experience
- Patient Care
- Senior Care

## Certifications and Licenses

---

### **CNA**

### **CPR Certification**

### **First Aid Certification**