

Jenny Jordahl

LPN - Marshfield Clinic Health Systems

Eau Claire, WI 54701

jennyjordahl8_5f6@indeedemail.com

+1 715 450 2315

Primary care floating to different clinics

Work Experience

Occupational Health Medical Assistant

Marshfield Clinic Health Systems - Eau Claire, WI

2018 to Present

- Performs clinic and office duties for patients such as charting vitals, organizational duties for care team, and phone and email communications to provide optimal care.
- Act as first point of contact for patients, families, and all providers
- Performing ancillary tests such as vision, vaccinations, hearing, and pre employment exams.

Resident Assistant

Northern WI Center for the Developmentally Disabled - Chippewa Falls, WI

2015 to 2017

- Provided patient cares for individuals with disabilities
- Escorted residents out into the community for activities
- Carried out plan of care with disciplinary actions and teaching

First Year Electrical Apprentice

VanErt Electric - Eau Claire, WI

2011 to 2011

- Assisted with and completed maintenance work orders on electrical equipment
- Tested malfunctioning equipment, identifying defects, troubleshooting, repairing equipment and replacing defective parts

Manager (promoted)

Cellular Plus Communications - Chippewa Falls, WI

2006 to 2011

- Oversaw daily operations of telephone retail store
- Trained, scheduled, supervised and motivated team of employees
- Assisted customers, vendors, and staff with all business needs
- Handled billing, conducted inventory and ordered new supplies

Certified Nursing Assistant

Dove Healthcare - Eau Claire, WI

2004 to 2006

- Performs clinic and office duties for patients such as charting vitals, organizational duties for care team, and phone and email communications to provide optimal care.

- Performed all activities of daily living and cares
- Charted confidential information with HIPPA guidelines

Certified Nursing Assistant

Chippewa Manor Retirement Community - Chippewa Falls, WI
2001 to 2003

- Performs clinic and office duties for patients such as charting vitals, organizational duties for care team, and phone and email communications to provide optimal care.
 - Performed all activities of daily living and cares
- Charted confidential information with HIPPA guidelines

Education

Diploma

Chippewa Valley Technical College

Skills

- Customer Service Skills
- Scheduling
- retail sales
- EMR
- Sales
- LPN (Less than 1 year)
- Occupational Health Experience
- Experience Administering Injections
- Vital Signs
- Patient Care
- Management
- Computer skills
- Medical office experience
- Phlebotomy
- Caregiving
- Medical records

Certifications and Licenses

CPR Certification

CPR Certification

CNA

First Aid Certification

Assessments

Written communication — Highly Proficient

July 2018

Measures a candidate's ability to convey written information using proper grammar rules.

Full results: [Highly Proficient](#)

Filing & organization — Expert

July 2018

Measures a candidate's ability to arrange and manage files or records using a set of rules.

Full results: [Expert](#)

Scheduling — Highly Proficient

July 2018

Measures a candidate's ability to cross-reference agendas and itineraries to avoid conflicts when creating schedules.

Full results: [Highly Proficient](#)

Nursing assistant skills — Expert

June 2019

Measures a candidate's ability to provide nursing aid to patients using knowledge of relevant equipment and procedures.

Full results: [Expert](#)

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

Additional Information

- Customer Service & Sales skills
- Computer/Cash Register experience
- Good Interpersonal skills
- Supervisory experience
- Dedicated, Conscientious Professional
- Excellent Multi-Tasking skills
- Enjoy a Fast Paced environment
- Good Problem Solving skills