

Elentra Bias

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To obtain a position that is challenging, rewarding, and allows me the unique opportunity to gain the experience necessary to become skilled and experienced in office administration.

Willing to relocate: Anywhere
Authorized to work in the US for any employer

Work Experience

Area Manager

Manpower
April 2021 to December 2021

Sales Associate

Cellular Sales
January 2020 to October 2021

CNA - Certified Nursing Assistant

Certificated nursing assistants student, Shreveport Job Corps - Shreveport, LA
July 2018 to August 2019

- * Trained in English, math, report, and record keeping.
- * Basic knowledge skills bathing, feeding, showering, and making beds.
- * Assisted approximately 15 resident each shifts with activities daily living; ensured they were on time for all meal and activities.

Education

Bachelor's degree in Rn /Nursing

Walden University - Minneapolis, MN
January 2021 to Present

Master's degree in Healthcare Administration

The University of Arizona
January 2021 to Present

High school or equivalent

Skills

- CNA
- HHA

- Cleaning Experience (Less than 1 year)
- Cleaning (Less than 1 year)
- Cna Certified
- Certified Nursing Assistant
- Home Health
- Nursing
- Active Directory
- Microsoft Windows
- Operating Systems
- Computer Networking
- Technical Support
- TCP/IP
- Network Support
- Microsoft Windows Server
- LAN
- Linux
- Help Desk
- DNS
- Caregiving
- English
- Senior Care
- VoIP
- Patient Care (3 years)
- VMWare
- WAN
- DHCP
- Ethernet
- Disaster Recovery
- Troubleshooting
- SQL
- Network Monitoring
- Typing
- Sales
- Customer service
- Driving
- Retail sales
- Heavy lifting
- Social media management
- Furniture sales
- Clerical experience

- Carpentry
- Construction
- AS400
- Negotiation
- Presentation skills
- Accounting
- Yoga
- Behavioral health
- Recruiting
- Human resources
- Social work
- Floor care
- Environmental services
- Tanker
- Mechanical knowledge
- Cabling
- Network Infrastructure
- Assembly
- Packaging
- Patient observation
- Analysis skills
- Supervising experience
- Facilities management
- Hospital experience
- Law enforcement
- Security
- Medicare
- Continuous improvement
- Manufacturing
- Payroll
- Product demos
- Automotive diagnostics
- iOS
- Mac OS
- Shipping & receiving
- Order entry
- Warehouse distribution
- Hazmat
- Van driver
- Delivery driver experience

- Paratransit
- Project management
- Business development
- Custodial experience
- Profit & loss
- Restaurant management
- Medical collection
- Filing
- Banking
- Meal preparation
- Food production
- Food service
- Courier
- Power tools
- Medical office experience
- Data entry
- Medical office experience
- Medical terminology
- Guest relations
- CRM software
- Automotive diagnostics
- Succession planning
- Hand tools
- Training & development
- Bus driving
- Documentation review
- Cash handling
- Management
- Front desk
- Agile
- Upselling
- Bilingual
- Research
- Tax experience
- Spanish
- Loan origination
- Property leasing
- Teaching
- Memory care
- Dementia care

- Box truck
- Manual transmission
- Maintenance
- Patient monitoring
- Addiction counseling
- Process improvement
- Management
- Employee evaluation
- Hospitality
- Scripting
- Alzheimer's care
- Live chat
- Pediatrics
- Housekeeping management
- Restaurant experience
- Childcare
- Yardi
- Fair Housing regulations
- Property management
- LIHTC
- Section 8
- OneSite
- Planograms

Certifications and Licenses

CPR

Certified Nursing Assistant (CNA)

Nursing Assistant

February 2018 to May 2020

Chauffeur's Permit

ABO Certification

CompTIA Network+

CompTIA A+

MCITP

CCNA

MCSE

Teaching Certification

LPC

CDL

Tanker Endorsement

AHA Certification

BLS Certification

Radiology Certification

LPN

LVN

RN

SHRM Certified Professional

Professional In Human Resources

Forklift Certification

CDL A

Certified Home Health Aide

NMLS

Food Handler Certification

CDL B

Non-CDL Class C

LSW

Social Work License

Certified Patient Care Technician

Airframe & Powerplant License

First Aid Certification

PMHNP

Certified Nurse Practitioner

Registered Dietitian

Enrolled Agent

CPA

ACLS Certification

CCRN Certification

Passenger Endorsement

Child Development Associate Certification

Assessments

Sales Skills — Completed

October 2019

Persuading reluctant customers to buy products or services, and influencing and negotiating with customers to meet sales goals.

Full results: [Completed](#)

Nursing Aide Skills — Completed

August 2019

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

Full results: [Completed](#)

Delivery Driver — Completed

May 2020

Interpreting instructions, reading maps, and solving problems.

Full results: [Completed](#)

Cashier Skills — Completed

October 2019

Calculating retail transactions and knowing cash drawer policies and procedures.

Full results: [Completed](#)

Retail Customer Service — Completed

October 2019

Comprehending and responding to retail customer needs.

Full results: [Completed](#)

First Aid — Completed

August 2020

Treating common medical emergencies

Full results: [Completed](#)

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

Additional Information

WORK SKILLS

- Critical Thinking
- Leadership
- Strong Communication

- Self-Motivated
- Positive Attitude
- Strong Work Ethic
- Cleaning station
- Helping other