

Maxine Jones

Minneapolis, MN

-Email me on Indeed: <http://www.indeed.com/r/Maxine-Jones/b4ddefe8e85261dd>

Authorized to work in the US for any employer

Work Experience

CNA - Certified Nursing Assistant

Mount Olivet Careview Home - Minneapolis, MN

December 2021 to Present

- Efficiently assist residents in their daily cares such as eating, bathing, and ambulating.
- Actively take notes on residents progression or regression of health and ability to take care of themselves.
- Accurately chart information on 6 residents at the end of every shift.
- Maintain consistent communication with nurses and other nursing aide staff of developing needs of residents.

Teller

Wells Fargo, Saint Paul

February 2018 to December 2021

- Maintain optimal financial controls by securing funds and making accurate transactions.
- Help orchestrate and facilitate volunteer opportunities and other important events for the branch.
- Maintained confidentiality of bank records and client information.
- Proficient in scheduling appointments and following up with customers and their financial needs.

Guest Experience Host

Sea Life, Bloomington

February 2017 to March 2018

- Readily greeted customers and created enjoyable guest experiences for them.
- Performed hosting duties of capturing and selling guest photos. Also provided assistance for SeaLife Minnesota's education and marketing departments.
- Demonstrated Strong communication skills with all age groups, and different staff departments.
- Worked swiftly and effectively to handle and resolve emergency situations to create a safe environment.

Leadership Intern

Oasis for Youth, Bloomington

June 2017 to August 2017

- Lead program projects including creating handouts for job seekers.
- Analyzed study results, created Microsoft PowerPoint presentations, and planned forward steps taken for program projects.
- Accomplished entry level receptionist tasks including preparing rooms for youth advisory board meetings, welcoming visitors and staff and answered inquiries about the program.
- Prepared and facilitated upcoming youth advisory board events.

- Avid use of Microsoft Office software to accomplish everyday tasks.

Cashier

Nickelodeon Universe - Bloomington, MN

June 2014 to August 2014

- Persistence in keeping updates of current sales, promotions, and discounts.
- Greeted customers and provided exceptional customer service for each customer.
- Maintained cleanliness of work stations, and ensured food safety.
- Promoted specific item options to drive sales and achieve add-on purchases. Resolved issues with cash registers, card scanners and printers.
- Assisted in training in new team members in cash register operation, stock procedures and customer service.

Outreach & Research intern

Step Up Program - Saint Paul, MN

June 2013 to August 2013

- Wrote and edited public service announcements according to the HAS program outreach agenda.
- Active participation in local community outreach events.
- Researched and kept up with updated knowledge of AIDS and STD statistics in the U.S.
- Worked closely with team members to deliver project requirements, develop solutions and meet deadlines.

Education

Entry level in Nursing

Saint Paul College - Saint Paul, MN

Present

Diploma

Edina Senior High School

June 2016

Skills

- Cashier Customer Service
- Bank Teller (2 years)
- Cash Handling (4 years)
- Customer Service (4 years)
- Administrative Experience
- Banking
- Presentation Skills
- Financial Services
- Host/Hostess
- Statistics
- Financial Report Writing

- Microsoft Office
- Research
- Business Development
- Time management
- Medical terminology (Less than 1 year)
- Vital signs (Less than 1 year)
- ADLs (Less than 1 year)
- English

Certifications and Licenses

Certified Nursing Assistant (CNA)

Present

Assessments

Front desk agent (hotel) — Proficient

February 2022

Selecting hotel rooms based on verbal requests and identifying errors in hotel data

Full results: [Proficient](#)

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