

Keonia Adkins

Minneapolis, MN

-Email me on Indeed: <http://www.indeed.com/r/Keonia-Adkins/ce64ce9acbd5058>

Career Objective: Medical Field /Customer Service

Willing to relocate: Anywhere

Work Experience

CMA

Allina Health - Saint Paul, MN

June 2021 to Present

Room patient also obtain vitals. Patient charting ordering medications refill. Set appointment up for patient also draw blood as well. EKGs on patient.

CNA - Certified Nursing Assistant

Allina Health - Minneapolis, MN

June 2021 to Present

- Assisted elderly clients and patients with personal grooming and living skills
- Administered medication and monitored dosage prescribed by physicians
- Transported patients to doctor appointments and assisted with recommendations
- Prepared meals by following medical meal plans prescribed by medical staff
- Encouraged and aided patients with passive range of motion
- Completed HIRED customized training course in Health Careers (Cert. NA)

Customer Service

- Registered inbound and outbound guests and processed credit card payments
- Prepared Continental Breakfast items for rising and incoming guests daily
- Balanced cash registers by monitoring credit card purchases and cash received
- Resolved credit, room, stay and customer services inquiries and complaints
- Advertised over the phone promotions and persuaded client with purchase
- Answered billing questions and processed credit card payment via telephone
- Arranged and set up appointments for clients to meet with mortgage brokers

Award Staffing - Newhope, Minnesota

Home Health Aide

Hennepin Home Health Care - Brooklyn Park, MN

Education

Certificate in CNA

Hennepin Technical College - Brooklyn Park, MN

August 2021 to Present

Skills

- First Responder certificate
- CPR and First Aid Central
- Hospitality Experience
- Excellent Customer Service
- Team Player
- Medical Terminology Knowledge
- Strong Attention to Detail
- Phlebotomy
- Venipuncture
- Meal Preparation
- Vital Signs
- Epic
- Patient Care

Certifications and Licenses

First Aid Certification

CNA