

# Kelly Christoffersen

Stillwater, MN

-Email me on Indeed: <http://www.indeed.com/r/Kelly-Christoffersen/47eb723e33deab76>

I have been working for the USPS handling mail delivering packages. Attention to detail reading of numbers.. I am relocating so I am looking for something close to my new home.. I am looking to get back into the medical field.. That is my true passion..

Authorized to work in the US for any employer

## Work Experience

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### **Posting Clerk**

Usps mail carrier - Stillwater, MN

September 2019 to Present

Handling packages, delivery mail, loading of truck

### **CNA - Certified Nursing Assistant**

Advanced home medical care - White Bear Lake, MN

June 2018 to July 2019

ADLS customers service HUC Medication profile answering of multiple phone lines calling for doc orders taking referrals front desk mailing scheduling reading of medication orders Experience with medical records

### **School Bus Driver**

Central School District - Stillwater, MN

August 2017 to September 2018

Driving students maintain vehicle Documentation

### **CNA/HHA/Caregiver**

Oak Park Seignor living - Stillwater, MN

September 2017 to April 2018

ADLS customer service POS charting

### **CNA - Certified Nursing Assistant**

Good Smarition Stillwater - Stillwater, MN

September 2016 to September 2017

ADLS customer service POS system

### **CNA - Certified Nursing Assistant**

Golden Living Nursing Home - Stillwater, MN

February 2016 to February 2017

ADLS Customer service POS charting system

### **Housekeeper/ front desk**

Grandstay - Stillwater, MN

June 2009 to August 2016

Cleaning delegating Tasks ordering of supplies some front desk answering phones checking in guests giving directions

### **CNA - Certified Nursing Assistant**

Presbyterian Healthcare Services - Stillwater, MN

November 2011 to July 2014

ADLS customer service POS system

## Education

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### **CNA in medical**

centure community collage - White Bear Lake, MN

### **HUC/Med term in medical**

centure community collage - White Bear Lake, MN

## Skills

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- EMR phones medical term (2 years)
- Customer service (10+ years)
- Microsoft (4 years)
- Medical terminology (5 years)
- OFFICE MEDICAL (2 years)
- CNA
- Cna Certified
- Home Health
- HHA
- Certified Nursing Assistant (10+ years)
- Data Entry
- EMR Systems
- Epic (1 year)
- Excel
- Front Desk
- Medical Scheduling (1 year)
- Microsoft Office
- Clerical Experience
- Microsoft Word
- Typing
- Microsoft Outlook
- Word Processing
- Office Manager Experience

- Medical Billing
- Medical Receptionist (1 year)
- Insurance Verification
- Office Experience
- Medical Office Experience
- HIPAA
- Troubleshooting
- Documentation review
- School bus driving
- Bus driving
- Multi-line phone systems
- Computer literacy
- Box truck
- Phone etiquette
- Commercial driving
- Shuttle driving
- Medical records
- Patient care
- English

## Certifications and Licenses

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**BLS CNA HUC Med term**

**CPR**

**Certified Nursing Assistant (CNA)**

**DOT Medical Card**

## Additional Information

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### Skills

Customer service, answering of phones in a professional manner, computer skills, EMR POS Epic. Medical terminology. Reading and writing of English. Patient/family focused Problem resolution capability Professional manner. Willing to learn new trades. I am wanting to get into a new trade