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| DAwn Ogilvie  722 Cessna Rd Osceola, WI 54020 · 763-200-3616  Ogilvie.dawn@yahoo.com |
| I’m looking for a position that will challenge and use my skills such as Microsoft Office, Quickbooks, Accounting, Journal entries, reconciling accounts, financial reports, and excellent customer service. I’ve been a nurse for almost 20 years and am ready to use my other skills. |

# Experience

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| 02/2019 – PresentLPN, State of MN, doc Provide excellent healthcare to patients. Delivering and administration of medication, excellent and thorough documentation, and all duties required to provide care. |
| 06/2017 – 02/2019LPN, Self Employed Managed my business of providing in home healthcare to young children. Billing insurance claims, documentation and of course, providing excellent healthcare. |

# Education

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| Globe University Completed almost of the courses for my Bachelor’s degree in accounting before the school went out of business and no longer offered the online program. |
| Diploma, Wisconsin indianhead technical college Earned degrees in Medical Assistant, Emergency Medical Technician- Intermediate, Practical Nursing and Supervisory Management. |

# Skills

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| * Independent worker that meets goals and deadlines * Excellent Customer Service and Computer Skills | * Fast learner * Work well under pressure * Ability to help coworkers |

# Activities

I have been a team leader in several positions and a computer super user when we got new software. My company sent me to Florida to train others in that location.

In my free time, I enjoy knitting and donating hats, blankets, mittens and socks to various organizations.