

Clifford Stiles

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Current nursing student with previously over 20 years of experience in the logistics management and procurement field. Highly goal motivated and adept in time management, leadership and team support. Focused on expanding my future and growth within the healthcare field.

Work Experience

CNA

Interim medical staffing

June 2021 to Present

Traveling float pool for assisted living and memory care facilities throughout Minneapolis metro. Administer medications and provide medication reminders. Assist residents with daily care which include bathing, dressing, basic cleaning of residence and toileting needs. Transport residents to/from meals or deliver meals to their apartments. Follow a daily care plan schedule for each resident.

CNA

Brightstar medical staffing

January 2021 to June 2021

Assisted long-term care facilities in fulfilling their staffing needs. Provided daily assisted care for residents including showers, feeding, medication reminders and administration, toileting, and transfer. Followed a daily care plan for each assigned resident when traveling to facilities. Also provided in-home health and hospice care needs to families throughout the community.

Memory Care HHA

Jones-harrison residence, Inc.

October 2020 to January 2021

Provided daily cares for, primarily, memory care residents. Administered medication and assisted with bathing, and toileting. Transported residents to and from meals. Conducted activities for memory care residents. Completed 12 hours of

National Council of Certified Dementia Practitioners (NCCDP) training. June 2018-July 2019

Fleet Manager, Werner enterprises, inc.

Managed 50+ OTR drivers throughout the US. Collaborated with designated customers with the distribution of their products. Participated in the on-site set-up of new accounts which included recruiting and on-boarding of new drivers and building customer confidence in our provided services. Tracked driver log books, quarterly training, and weekly payroll.

Terminal Operations Manager

ee-Jay Motor Transports

August 2017 to June 2018

Coordinated and delegated various daily terminal functions providing dispatch and driver support. Hugely contributed to driver moral and retention by advocating for more competitive salaries, benefit structures,

sign-on incentives and bonuses. Met with new clients to negotiate contracts based on their needs and profitability.

Executive Assistant & Lead Planner

Joe Brown Company, Inc.

January 2000 to May 2017

Planned and dispatched both local and OTR routes for over 80 drivers. Assisted CEO in overseeing additional projects which included: land/commercial property management, restoration grants and legal services. Transitioned entire fleet in operating the mandated Driver Logs and WMS system.

Education

ADN in NURSING SCIENCE

RASMUSSEN UNIVERSITY

October 2020 to Present

BUSINESS MANAGEMENT

NORTH IDAHO COLLEGE

2015 to 2016

Skills

- BLSCPR Certified
- Current CNA License
- Memory Care
- Med Distribution
- Assisted Living Care
- Patient Transfer
- Medication Administration
- Vitals Diagnostic
- Customer Service
- Hazardous Material Handling
- Accounts Payable/Receivable
- Profitability & Revenue Generation
- Management/Leadership
- Logistics Planning/Routing
- Time Management
- Multi-Tasking
- Vendor Management
- Contract Negotiations
- Transactions Reconciliation
- Social Media Marketing
- Hiring & Retention Strategies

- Policy Implementation
- Operations Monitoring
- Inventory Control
- Material Procurement
- Production Planning
- Scheduling
- Invoicing & Shipping Documentation
- Warehouse Operations
- Fleet Management
- Detail Oriented
- Productivity Tracking
- Employee/Team Development
- Dementia Care
- Alzheimer's Care
- Personal Assistant Experience
- Home Care
- SAP
- Project Management
- Nursing
- Supply Chain
- Hospice Care
- Office Management
- Administrative Experience
- Management
- Event Planning
- Freight Experience
- Warehouse Management System
- Employee Orientation
- Recruiting

Certifications and Licenses

CNA

CPR Certification

Assessments

Project timeline management — Highly Proficient

January 2020

Prioritizing and allocating time to effectively achieve project deliverables

Full results: [Highly Proficient](#)

Accounting skills: Bookkeeping — Familiar

September 2019

Calculating and determining the accuracy of financial data.

Full results: [Familiar](#)

Administrative assistant/receptionist — Highly Proficient

November 2019

Using basic scheduling, attention to detail, and organizational skills in an office setting.

Full results: [Highly Proficient](#)

Attention to detail — Expert

October 2019

Identifying differences in materials, following instructions, and detecting details among distracting information.

Full results: [Expert](#)

Problem solving — Familiar

December 2019

Analyzing relevant information when solving problems.

Full results: [Familiar](#)

Management & leadership skills: Planning & execution — Highly Proficient

August 2019

Planning and managing resources to accomplish organizational goals.

Full results: [Highly Proficient](#)

Delivery driver — Proficient

November 2019

Interpreting instructions, reading maps, and solving problems.

Full results: [Proficient](#)

Warehouse associate — Highly Proficient

October 2019

Assesses the tendencies that are important for success in warehouse roles.

Full results: [Highly Proficient](#)

Work style: Conscientiousness — Highly Proficient

January 2020

Tendency to be well-organized, rule-abiding, and hard-working.

Full results: [Highly Proficient](#)

Supervisory skills: Motivating & assessing employees — Highly Proficient

August 2019

Motivating others through feedback to identify improvements or corrective actions.

Full results: [Highly Proficient](#)

Customer focus & orientation — Highly Proficient

January 2020

Responding to customer situations with sensitivity

Full results: [Highly Proficient](#)

Nursing assistant skills — Highly Proficient

April 2022

Providing nursing aid to patients using knowledge of relevant equipment and procedures

Full results: [Highly Proficient](#)

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