

Vanessa Birkle Hanson

Kiel, WI

-Email me on Indeed: <http://www.indeed.com/r/Vanessa-Birkle-Hanson/a3a613c119ae427a>

Authorized to work in the US for any employer

Work Experience

Registered Nurse

Willowdale Nursing & Rehabilitation Center - New Holstein, WI
February 2021 to Present

Registered nurse

Registered Nurse

Sharon S. Richardson Community Hospice - Sheboygan Falls, WI
April 2019 to March 2020

Registered nurse

Server Mill Valley Kitchen

St. Cloud State University
2015 to 2017

Bachelor of Arts, Linguistics
Customer service, fine dining establishment
Healthcare

Waitress

Wise Acre Eatery, MN
2013 to 2015

Customer service, farm-owned restaurant

Operations Assistant

Cushman & Wakefield - Minneapolis, MN
2010 to 2013

Customer service, event planning, contract management
Serving

Administrative Assistant

Hines Interests - Minneapolis, MN
2008 to 2010

Customer service, assist CPA, data base/website administration

Senior Secretary

Kohler Co
2008 to 2008

Senior executive support, switchboard management

Registered Nurse

Presbyterian Homes - Roseville, MN
2007 to 2007

2018

Century College, MN
Customer service, rehabilitation care and management
Associates, Registered Nurse, CPR

Student Worker

St. Cloud State University
2003 to 2007

Customer service, marketing, community organizing

Education

Associate in Nursing

Century College - White Bear Lake, MN
2015 to 2017

Bachelor's in Linguistics

St. Cloud State University; St. Cloud State; SCSU - Saint Cloud, MN
2003 to 2007

Skills

- o First point of contact for clients, guests, patients, vendors, contractors
- o Security system maintenance
- o Accounts payable
- o Tenant invoicing
- o Database entry
- o General office management
- o Creation of marketing material
- o Manage multiple executive calendars
- o Switchboard operation
- o Volunteer management
- Contract Management
- Medication Administration
- Personal Assistant Experience
- Nursing
- Security System Experience
- Switchboard
- Accounts Payable
- Invoicing
- Insurance Verification
- Communications
- Budget Management
- Office Administration

- Calendar Management
- Receptionist
- EMR Systems