

Jordyn Minten

Versatile with an outgoing and positive personality

Green Bay, WI 54301

jordynminten6_g5k@indeedemail.com

+1 920 401 5401

- Customer Service Representative
- Customer Service/Cashier
- Care Taker/Worker
- Factory
- Server
- Housekeeper
- Alzheimer's Specialist

- #readytowork

Authorized to work in the US for any employer

Work Experience

PCW Personal Care Worker Alzheimer's Memory Specialist

Allouez Parkside Village - Green Bay, WI

July 2022 to October 2022

- Administer bedside or personal care, such as ambulation or personal hygiene assistance.
- Care for individuals or families during periods of incapacitation, family disruption, or convalescence, providing companionship, personal care, or help in adjusting to new lifestyles.
- Instruct or advise clients on issues such as household cleanliness, utilities, hygiene, nutrition, or infant/animal care.
- Perform housekeeping duties, such as cooking, cleaning, washing clothes or dishes, or running errands.
- Plan, shop for, or prepare nutritious meals or assist families in planning, shopping for, or preparing nutritious meals.

Memory Care Personal Caregiver

Cottonwood Manor Assisted Living - Green Bay, WI

February 2022 to June 2022

1.

- Performed light housework duties, such as vacuuming, laundry, sweeping, mopping, Taking garbage and Making beds
- Instruct or advise clients on issues such as household cleanliness, utilities, hygiene, nutrition, or infant/animal care.
- Administer bedside or personal care, such as ambulation or personal hygiene assistance
- Care for individuals or families during periods of incapacitation, family disruption, or convalescence, providing companionship, personal care, or help in adjusting to new lifestyles.

Guest Experience Specialist

Petco - Green Bay, WI

March 2021 to August 2021

- Opened and closed all animals on the floor (hamsters, gerbils,, guinea pigs, ferrets, reptiles, fish) by administering meds if needed, that they looked well and were all accounted for, had food, water and that their habits looked presentable to guests.
- Greeted customers and helped them check out also helped guests find desired items within the store
- Operated a register
- Helped stock shelves
- Worked in a fast paced environment.

Alzheimer's Specialist Personal Care Worker

Assisted Living by Hillcrest - Green Bay, WI

February 2020 to March 2020

- Administer bedside or personal care, such as ambulation or personal hygiene assistance.
- Care for individuals or families during periods of incapacitation, family disruption, or convalescence, providing companionship, personal care, or help in adjusting to new lifestyles.
- Instruct or advise clients on issues such as household cleanliness, utilities, hygiene, nutrition, or infant/animal care.
- Perform housekeeping duties, such as cooking, cleaning, washing clothes or dishes, or running errands.
- Plan, shop for, or prepare nutritious meals or assist families in planning, shopping for, or preparing nutritious meals.

Primer sander

DePere Cabinets - De Pere, WI

July 2019 to September 2019

My departments job was to sand the parts of a cabinet after they were painted. Sometimes the job would take an hour, other times two days.

- Made sure edges, sides, corners and profiles (decorative designs on door) achieved a smooth finish and had no excess paint.
- Checked for any knots or cracks in pieces and filled with wood filler or epoxy depending on size of cracks.

Imaging Representative

Bellin Health MRI - Green Bay, WI

February 2019 to May 2019

I called patients to schedule MRIs and get their medical history, I checked the patients in when they came for their appointments. I opened and closed the lobby by turning the lights on and off, getting the computers running and turning them off at night

Customer Service Representative

Kelly Services - Green Bay, WI

August 2018 to December 2018

I use Microsoft outlook, send emails out to our customers, and plan various types of appointments.

- Develop and maintain strong customer relationships wit customers by relationship building and communicating via telephone, email and other modes of communication.
- Anticipate, identify, manage and proactively work to seeking solutions for potential problems for the enterprise customers.

- Review customer orders for accuracy to ensure all information provided is accurate.
- Operate in a fast paced, multi-system role requiring computer and technical acumen

Perform housekeeping duties

GT Independence - Sturgis, MI

September 2017 to December 2017

Sturgis, Michigan

Care Taker

- Administer bedside or personal care, such as ambulation or personal hygiene assistance.
- Care for individuals or families during periods of incapacitation, family disruption, or convalescence, providing companionship, personal care, or help in adjusting to new lifestyles.
- Instruct or advise clients on issues such as household cleanliness, utilities, hygiene, nutrition, or infant care.
- Perform housekeeping duties, such as cooking, cleaning, washing clothes or dishes, or running errands.
- Plan, shop for, or prepare nutritious meals or assist families in planning, shopping for, or preparing nutritious meals.
- Provide clients with communication assistance, typing their correspondence or obtaining information for them.
- Transport clients to locations outside the home, such as to physicians' offices or on outings, using a motor vehicle.

Meat Packer

Tyson Foods - New London, WI

October 2015 to January 2016

- Assemble, line, and pad cartons, crates, and containers, using hand tools.
- Clean containers, materials, supplies, or work areas, using cleaning solutions and hand tools.
- Examine and inspect containers, materials, and products to ensure that packing specifications are met.
- Load materials and products into package processing equipment.
- Mark and label containers, container tags, or products, using marking tools.
- Obtain, move, and sort products, materials, containers, and orders, using hand tools.
- Remove completed or defective products or materials, placing them on moving equipment such as conveyors or in specified areas such as loading docks.

Server

O'Charley's - Knoxville, TN

August 2014 to March 2015

- Assist host or hostess by answering phones to take reservations or to-go orders, and by greeting, seating, and thanking guests.
- Bring wine selections to tables with appropriate glasses, and pour the wines for customers.
- Check patrons' identification to ensure that they meet minimum age requirements for consumption of alcoholic beverages.
- Check with customers to ensure that they are enjoying their meals and take action to correct any problems.
- Clean tables or counters after patrons have finished dining.
- Collect payments from customers.
- Describe and recommend wines to customers.
- Escort customers to their tables.
- Explain how various menu items are prepared, describing ingredients and cooking methods.

- Fill salt, pepper, sugar, cream, condiment, and napkin containers.
- Garnish and decorate dishes in preparation for serving.
- Inform customers of daily specials.
- Perform cleaning duties, such as sweeping and mopping floors, vacuuming carpet, tidying up server station, taking out trash, or checking and cleaning bathroom.
- Perform food preparation duties such as preparing salads, appetizers, and cold dishes, portioning desserts, and brewing coffee.
- Prepare checks that itemize and total meal costs and sales taxes.
- Prepare hot, cold, and mixed drinks for patrons, and chill bottles of wine.
- Write patrons' food orders on order slips, memorize orders, or enter orders into computers for transmittal to kitchen staff.
- Take orders from patrons for food or beverages.
- Stock service areas with supplies such as coffee, food, tableware, and linens.
- Serve food or beverages to patrons, and prepare or serve specialty dishes at tables as required.
- Roll silverware, set up food stations or set up dining areas to prepare for the next shift or for large parties.
- Remove dishes and glasses from tables or counters, take them to kitchen for cleaning.
- Provide guests with information about local areas, including giving directions.
- Present menus to patrons and answer questions about menu items, making recommendations upon request.
- Prepare tables for meals, including setting up items such as linens, silverware, and glassware.

Education

High school or equivalent

Skills

- Cashier (10+ years)
- Customer Service (10+ years)
- LOCKOUT/TAGOUT (2 years)
- RECEPTIONIST (2 years)
- Front Desk (5 years)
- Houskeeping (3 years)
- Call Center (2 years)
- Customer Support (10+ years)
- Customer Care (10+ years)
- Alzheimer's Care (5 years)
- Caregiving (2 years)
- Laundry (10+ years)
- Dementia Care (5 years)
- Prime Sanding (1 year)
- Route pick up drop off (2 years)
- Cleaning

- Cooking
- Microsoft Word
- Organizational Skills
- Microsoft Excel
- Memory Care
- Animal Care
- Childcare

Certifications and Licenses

Driver's License

Additional Information

SKILLS

Customer Service/Cashier: Operated a register, Greeted customers and helped them check out, Responsible for till, Helped stock shelves, and worked in a fast paced environment.

Care Taker: Gave out medications when needed, helped the client dress and undress and drove the client to appointments.

Factory: Made sure the product was packaged properly, checked the lines to make sure the product was going down and not getting stuck, cleaned and sanitized the area.

Server: Greeted customers and helped them place their orders, Operated registers, Responsible for till, Worked in a team environment, Followed all health and safety procedures, filled dressings and salt/pepper shakers, cleaned and sanitized work area before and after shift