

Amy Shaft

Denmark, WI 54208
amy.shaft@gmail.com
(920) 540-9577

Seeking a permanent position that will utilize my experience and maximize my skills.

#readytowork

Work Experience

CNA - Certified Nursing Assistant

HSHS St. Vincent Hospital - Appleton, WI
September 2019 to April 2020

Appleton, WI. September 2019-April 2020

CNA: Responsible for activities of daily living for patients. Vital signs and reporting any changes to nurse. Assist with feeding. IV removal.

Store Clerk

Richmond and Wisconsin Pantry Citgo - Appleton, WI
January 2019 to August 2019

Store Clerk: Responsible for opening/closing. Receiving stock. Replenishments. Cleaning. Money handling.

CNA - Certified Nursing Assistant

Century Oaks - Appleton, WI
October 2018 to January 2019

Responsibilities included: Serving, Feeding, Dressing, Showering, Personal Cares, Medication, Activities, and house cleaning.

Office Assistant

World Headquarters - Appleton, WI
May 2018 to September 2018

Office Clerk: Responsible for answering phones, processing memberships, payments, painting, cleaning, checking voicemails, checking emails/mail, schedule appointments/meetings.

Material Handler

WOW Logistics - Menasha, WI
September 2016 to May 2018

Responsible for picking orders for Neenah Paper. Loading/Unloading trucks for delivery and pickup. Wrapping pallets for shipping. Cleaning. Replenishments.

CNA - Certified Nursing Assistant

Oak Ridge Gardens - Appleton, WI
July 2015 to August 2016

CNA: Responsible for the care of individuals in residence at home. Responsibilities included: Cooking, feeding, laundry, showering, personal cares, medication, activities, and house cleaning.

CNA - Certified Nursing Assistant

Luann Wenninger - Freedom, WI
October 2013 to March 2014

CNA: Responsible for the care of Luann in her home. Responsibilities included: Cooking, feeding, changing, showering, mouth care, appointments, medication, ambulation, recreation, and companionship.

CNA - Certified Nursing Assistant

Birch Hill Care Center - Shawano, WI
January 2012 to February 2013

CNA: Responsible for the care of residents in the nursing home. Responsibilities included: Serving, feeding, changing, showering, bathing, shaving, dental care, medication needs, walking programs, supply stocking and orders

Education

High school diploma

DE PERE HIGH SCHOOL - De Pere, WI
June 1994

Skills

- Forklift, five years
- Setup/Utility. five years
- Organizational Skills
- Hospitality, two years
- Prioritization
- Knowledgeable and hard-working
- Typing, fifteen years (wpm: 60)
- Business Procedures, one year
- Accounting, two years
- Marketing, two years
- Data Entry, five years
- Office Machines/Software: machine transcriber (Dictaphone and Sanyo); electronic calculators; electronic Panasonic typewriters; copy machines; fax machines; filing training; Windows '95, '98, Vista, and Windows 7 and 8, Excel, Word, PowerPoint; ICD-9 and CPT coding; medical terminology
- Care giving, twenty years ##CNA certification since 2009 ##CPR/AED training through American Heart Association ##CBRF medication administration certification- Oshkosh, WI registry
- Hospital Experience
- Vital Signs
- HIPAA
- Medical Records
- Medical Coding

- Medical Billing
- Laundry
- Patient Care
- Order Picking
- Medical Scheduling

Certifications and Licenses

CNA

October 2003 to October 2021