

Bethany Caldwell

Outgoing, Ambitious, Reliable, Honest

1521 29th Street Apt. 303 - Hannibal, MO 63401
Rosie2011_bc@yahoo.com - 573-629-9862;573-795-8787

I am interested in all sorts of work. I know how to use a computer and can work with numbers very well. I have been a Sales Associate all the way to a Certified Nurses Aide and this helps me manage any situation I am given on the job. I am a fast learner and of given the opportunity can do just about anything.

WORK EXPERIENCE

Certified Nursing Assistant

Beth Haven Nursing Home - Hannibal, MO - January 2012 to April 2013

Responsibilities

I assisted elderly and disabled resident with activities of daily living such as eating, bathing and dressing.

Accomplishments

I was able to help elderly and disabled residents accomplish their daily needs without feeling like their ability to do it themselves was taken away from them.

Skills Used

I was able to lift over 50 pounds, operate a wheelchair, fill out the proper paperwork and properly find someone's blood pressure.

Tag/Pack-Out

Printex Inc. - Hannibal, MO - June 2011 to October 2011

Responsibilities

I had to recognize errors on the product from the print floor. I then, had to send the product back or tag, pack and get the boxes stacked for shipment at a later date.

Accomplishments

I became very good at recognizing when there were errors on the product. I could tag the product extremely quickly and package just as fast. It would take me about 1.5 hours to tag, pack and stack a pallet, by myself.

Skills Used

I was able to recognize errors on the product extremely fast. I could tag and pack very fast. Also, I was able to run a computer for printing out tags.

EDUCATION

Associates in Psychology

MACC-Hannibal Area Higher Education Center - Hannibal, MO
2011 to 2015

High School Diploma

Palmyra R-1 - Palmyra, MO
2007 to 2011

SKILLS

I know how to use Microsoft Office tools such as Word, Outlook, and Powerpoint. I can type very well and I am very good at figuring out new programs on the computer. I can use a 10 key calculator very well and, if need be, a scientific one.

ADDITIONAL INFORMATION

I work very well with others. I have the ability to learn new skills very quickly. I work very fast, but I am still extremely thorough with my work. I will not stop a project until I'm done with it.