

**LISA M CARDENAS**

2140 Barclay Street # 205  
Maplewood, MN 55109  
[Lisacardenas67@yahoo.com](mailto:Lisacardenas67@yahoo.com)  
651-788-9413 (H)  
651-247-0831 (C)

**OBJECTIVE**

Energetic sales support specialist, customer service professional, recruiter, and a strong Administrative Assistant.

**JOB HISTORY/DUTIES**

**Spartan Staffing  
St Paul, MN and Forest Lake MN  
Staffing Recruiter, Client Relations, Account Management**

Start Date: 04/28/2014 End Date: PRESENT  
In this position I recruit on behalf of our Clients in need of Manufacturing and Office Support. Working in a team environment I handle Human Resource functions such as; Interviewing, screening, testing, UI, WC, and work on personal development for each Associate. I set up and work at Job Fairs on and off site and I work in Community Relations developing close Community Connections. I follow up and stay in touch with dormant client accounts and I support Marketing by creating some of the ideas for brochures, script print ads and set up newspaper ads, and then I track and report results. I work in PeopleSoft and Microsoft Office 2010. I develop leads and set appointments with new potential clients and network at events. I am part of the East Side Lions Club and the Forest Lake and Chisago County Chamber of Commerce.

**Dominion PCA  
Glencoe, MN  
PCA**

Start Date: 05/11/2013 End Date: 04/28/2014  
I provide personal medical care and support to a client with a Traumatic Brain Injury. The goal is to support independence and track behaviors, provide a safe environment, and report and unusual changes. Clean and organize in order to support memory exercises, prepare meals and run errands as needed, I can provide transportation if there are no other resources available.  
Administrative Assistant

**Betterliving by Portico  
Roseville, MN  
Office Support, Lead Generator, Marketing Support**

Start Date: 08/2010 End Date: 04/2014  
Sales and Marketing Support, recruiting, trade show events, lead generation, data entry, ACT SAGE 2013, database management, MS OFFICE 2010, negotiation, appointment setting, cold calling Campaigns, re-hash management, presentation support, manage SEO's record and track all ROI data.  
PCA

**Premier Health, Crystal Care  
Richfield, MN  
PCA**

Start Date: 02/2011 End Date: 05/07/2013  
Provide Home Health Care and ADL support for a client with a TBI. Document and report behavioral changes, manage daily schedule, and set up all appointments. Assist with all personal care support.  
Phlebotomist

**Memorial Blood Centers****St. Paul, MN****Donor Phlebotomist**

Start Date: 04/30/2012 End Date: 08/07/2012

I provided donor health screens, health histories, and performed Phlebotomy on Whole Blood donations. I used various testing tubes and bag set ups depending on what the lab was requesting. I also provided recruiting support and customer service.

**EDUCATION**

Major: HR and Supervisory Generalist

Globe College of Business, MN

GPA: B

Date Completed: 12/15/2001

Courses: Diversity, Effective Communication, Recruiting Basics, diverse work ethics and environments, intro to HRIS...

Major: Phlebotomy

Hennepin County Medical Center, MN

GPA: 3.25

Date Completed: 4/13/2012

Courses: blood draws, aliquoting, creating lab slides and smears for testing, Cerner, Epic, order of draw, Septic cleansing, restricted airborne, blood borne pathogen training and security.

**ADDITIONAL SKILLS**

Sage ACT, MS Office Suite 2010, Lotus Notes, Quark Express 6.1, Adobe Creative Suite CS3, Flash CS4, Basic understanding and knowledge of SAP and Siebel Systems, Gold Mine, Quick Books, FrontPage, Publisher, Epic, and Cerner.

**LEADERSHIP:** Facility management accomplishments and activities. Employee and scheduled work tasks management Sales team leader accomplishments. Set up trade show events and work Home Remodeling Expos and events and conducted lead development and tracking procedures. Database updates, creation, and development. Work trade show events and create print ads.

**LICENSES/CERTIFICATES/ADDITIONAL TRAINING****PCA**

2/03/2013

DHS-Minnesota MN

PCA

**ASCP PBT**

07/15/2012

ASCP PBT MN

Phlebotomy Hennepin County Medical Center