

# Aleta Ellis

## White pine senior living

New Hope, MN

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To work in a friendly atmosphere and build upon my several years of customer service and health care experience.

### WORK EXPERIENCE

#### **White pine senior living**

Blaine, MN - June 2016 to August 2016

Med passer

- Give residents medication at appropriate time

#### **Caregiver**

Prelude Home and services - Woodbury, MN - February 2016 to June 2016

- Transferring (Gait belt, Hoyer lift slings)
- Bathing
- Actives
- Medications
- Grooming
- Light housekeeping
- Meal prep

#### **Greeter/Host**

Edina, MN - October 2015 to January 2016

- Greet
- Take orders
- Check orders
- Take payments

#### **Dispatcher**

Blue & White Taxi - Saint Louis Park, MN - February 2015 to June 2015

- Accept incoming calls
- Schedule rides
- Orders for medical calls
- Data entry

#### **Registration and verification of each person**

HealthPartners - Saint Louis Park, MN - November 2014 to January 2015

St. Louis Park, MN (November 2014 - January 2015)

Clinic Assistance

- Care for each person as he/she would like to be cared for
- Check-In and co-pay administration
- Computerized appointment scheduling for appointments.
- Registration and verification of each person
- Specialty appointment Coordination

- Facilitate timely and accurate flow of communication within the clinic.

### **Medical Assembler**

St. Jude Medical - Minnetonka, MN - March 2014 to July 2014

- To build, fit, repair and maintain medical devices such as artificial limbs and splints
- Manage documents related to medical devices and their functions
- Communicate malfunctions to proper parties

### **Sales Associate**

RadioShack - Golden Valley, MN - August 2012 to July 2013

- Assist customer with questions related to our products
- Ensure merchandise was displayed properly
- Registering customers into promotional programs
- Balancing registers and receipts

### **Food Prep/ Delivery Driver / Caterer**

Jimmy John's - Golden Valley, MN - April 2012 to June 2013

- Deliver sandwiches on behalf of company
- Make sandwiches platters by order
- Maintain clean atmosphere conducive to serving food

### **Cashier**

Super Target - Edina, MN - March 2012 to May 2012

- Checkout customers
- Balance cash registers
- Promote company sales campaigns

### **Personal Care Assistant**

1 on 1 home health services - Brooklyn Park, MN - January 2010 to July 2011

- Reading
- Math
- Bathing
- Meal Prep
- Light Housekeeping

### **SKILLS**

Microsoft office (10+ years)

### **CERTIFICATIONS**

#### **CNA/HHA**

June 2018

### **ADDITIONAL INFORMATION**

#### **Skills**

- Microsoft Products • Inventory Control • Phone Support
- Test Plans • Customer Service • Sales