

Chelsea Schmidt

Nursing Assistant

Saint Charles, MN 55972
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Highly motivated and energetic. Well-developed skills in customer service and experienced in computers. Self-motivated, hard-working individual experienced in working with the public, families and important clientele.
Willing to relocate: Anywhere
Authorized to work in the US for any employer

WORK EXPERIENCE

Installation Associate

ProStaff/Ascensus - Brainerd, MN - 2016-12 - Present

Nursing Assistant

Edgewood Vista - Brainerd, MN - 2016-09 - Present

Nursing Assistant

Golden Living Centers - Rochester, MN - 2009-10 - 2016-05

Responsibilities

Help Residents With Activities of Daily Living
Bathing, Clothing, Eating and Physical Rehabilitation
Kiosk Charting-Cerner

Accomplishments

Bring a smile to my clients faces.
Make lives easier.
Rehab.

Skills Used

Multi Tasking
Prioritizing

Housekeeper

Mayo Clinic - Rochester, MN - 2014-12 - 2015-08

Responsibilities

Clean and sanitized patient rooms, kitchens areas, patient waiting areas and public restrooms

Accomplishments

Infection Control

Skills Used

Sanitization, organization, controlled the spread of infection between staff and patients

Health Unit Coordinator

Winona Health - Winona, MN - 2014-01 - 2015-07

Responsibilities

- Utilize PC to enter and retrieve patient data
- Operate fax and copy machine
- Assemble & Update patient charts
- Multi-Line Telephones

Administrative Assistant

Power Equipment Center - Oronoco, MN - 2003-09 - 2015-03

Charlie, Owner

- Customer Service
- Answering Phone
- Accounts Payable/Receivable
- Receptionist

Program Coordinator

REM River Bluffs - Rochester, MN - 2013-07 - 2014-10

Responsibilities

- Maintain & Coordinate Staff Schedules and Meetings
- Maintain Client Appointments, Programs, and Budgets
- Order & Administer Client Medication
- Prioritize patient daily care
- Assist patients with A.M. care, take vital signs
- Assist with patient and family education
- Sterile dressing changes
- Utilize PC to enter and retrieve patient data
- Operate fax and copy machine
- Update patient charts

Accomplishments

Brought the positive outlook on life everyday!

EDUCATION

Diploma in Legal Secretary

Penn Foster - Scranton, PA
2013 - 2014

Diploma in Medical Administrative Assistant

Penn Foster Career School
2012 - 2013

GED

Pine Island High School - Rochester, MN

Certificate in Nursing Assistant

Rochester Community and Tech College

CERTIFICATIONS/LICENSES

Nurse's License: Class: CRNA, State: MN