

Colleen Siverling-Keigher

Health Unit Coordinator - Mayo Clinic

Rochester, MN 55901

cjsprincess03286_onr@indeedemail.com

+1 507 517 4474

To gain gain employment and experience as a social worker.

Authorized to work in the US for any employer

Work Experience

Health Unit Coordinator

Mayo Clinic - Rochester, MN

February 2015 to Present

Maintaining communication within the nursing staff; delivering medications and Doctor's orders; doing admissions/dismissals of patients; ordering supplies and educational materials.

Front Desk/Night Auditor

Kahler Apache Hotel and Water Park - Rochester, MN

July 2014 to February 2015

Answering phone; making reservations; answering guest questions/getting supplies for the guests; run night audit report; acquiring payments from hotel guests; setting up breakfast.

Leadership

Served as secretary of the Policy Council for Head Start at Harriet Bishop Elementary School. Did minutes of meetings and brought to attention the parents' needs and goals from school.

Volunteer Work Ronald McDonald House Kids Inc. After School Program Habitat for Humanity

Education

Bachelor of Social Work in Social Work

Winona State University

August 2019

Associate in Social Work in Social Work

Rochester Community Technical College - Rochester, MN

August 2016

Certificate

Rochester Community Technical College - Rochester, MN

December 2012

Skills

- Documentation
- Microsoft Office
- problem solving
- Social Work
- Hospital Experience
- Night Audit

Assessments

Case Management & Social Work – Highly Proficient

November 2019

Prioritizing case tasks, gathering information, and providing services without judgment.

Full results: [Highly Proficient](#)

Indeed Assessments provides skills tests that are not indicative of a license or certification, or continued development in any professional field.