

# Karen Cole

Kasson, MN 55944

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Seeking a full-time position

Authorized to work in the US for any employer

## WORK EXPERIENCE

### **Lead Resident Assistant/Medication Assistant/ Mentor**

Cottagewood - Rochester, MN -

2016-08 - Present

\*Ensure all resident's take there medications as directed by health care providers

\*Provide assistance with Activities of Daily Living to meet the resident's physical, emotional, intellectual, social needs

\*Train new staff members

### **Waitress-Cashier**

Coffee Mill -

2008-04 - Present

- Assist customers with their orders and providing excellent service
- Ensure accurate information of all orders with professional manner
- Calculate final meals costs

### **Warehouse Worker**

Pace International Inc - Rochester, MN -

2013-12 - 2014-08

- Organized products to insure orders were shipped in a timely manner
- Downloaded company software to individual receivers
- Assisted in training of new employees

### **Dietary Aide**

Coffee Mill -

2011-07 - 2012-03

- Provided knowledge of individual planned meals regarding preparation and delivery
- Handled patient concerns
- Delivered fast and with a pleasant manner

EDUCATION

**Diploma**

Zumbrota-Mazeppa Senior High School

2011-06