

Interested
in packaging
or HR

KENDRA HANSON

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Would like to secure a challenging position utilizing my strengths and the opportunity to build on my skill set to be an asset

Willing to relocate: Anywhere

Authorized to work in the US for any employer



WORK EXPERIENCE

Personal Care Assistant (PCA)

Private Pay - Rochester, MN

January 2019 to January 2020

Assisted in adult daily living skills; Documented physical and behavioral changes; Scheduled and maintained ; appointments

Deli Clerk/Cashier

Cenex - Thief River Falls, MN

January 2013 to September 2015

Weighed , sliced , labeled , priced deli products: Prepared specially salads following recipes; Sanitized workstation and tools

Registrar Assistant

Sanford Health - Thief River Falls, MN

August 2011 to July 2013

Register patients verifying demographic, insurance, appointment and guarantor information; Clinic liaison for staff and patient; Scheduled and managed physicians schedules; Experience scheduling appointments and procedures in Lab, Family and Internal medicine, OB/Peds, Urgent Care and Chiropractic departments; Knowledgeable in FMLA, Workman's Comp, Primary, secondary and 3rd party insurance billings; Maintained patient confidentially

Office Assistant Manager

Thief River Falls, MN

May 2007 to August 2008

Answered phone taking messages and directing to agent as requested; Gathered personal information for insurance quotes; Filed client insurance documents; Rental turnover cleaning; Operated office equipment such as Bluetooth fax, copier, scanner, printer, Typewriter , QuickBooks and Microsoft Office Suite

Server/Bartender

The Lantern Bar and Grill - Thief River Falls, MN

August 2003 to May 2008

Served food and drink orders; Supervised and trained front end and kitchen staff; 9 years serving and bartending experience; Ordered, Stocked, and rotated bar items; Established, built and maintained customer rapport



EDUCATION

Associate in Business

Northland Community and Technical College - Thief River Falls, MN
January 2006 to August 2009



SKILLS

- **Office Administration**
- **Banking**
- **Office Management**
- **Nursing**
- **Account Management**
- **Accounts Payable**
- **Relationship Management**
- **Accounts Receivable**